

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office 4-2016 Call for Contributions</b>			
<b>Organisation:</b>	<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b>		
<b>Job Location:</b>	<b>The Hague, The Netherlands</b>		
<b>Employment Regime:</b>	<b>As indicated below</b>		
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Availability</b>
	<b><u>Seconded/Contracted</u></b>		
	011	Budget Officer	ASAP
	041	Legal Officer (Ombudsperson's Office)	ASAP
	044 (2 positions)	Facilities Technician (Electrical/HVAC/Security Systems)	ASAP
	046	Administrative Officer	ASAP
	049	Court Officer	ASAP
	050	Court Usher	ASAP
	053-1	Legal Officer Basic Court (Pre-Trial and/or Trial)	ASAP
	053-2	Legal Officer (Supreme Court Chamber/Office of the President)	ASAP

	053-3	Legal Officer (Constitutional Court Chamber)	ASAP
	053-4	Legal Officer (Court of Appeals)	ASAP
	054-1	Associate Legal Officer (Court of Appeals)	ASAP
	054-2	Associate Legal Officer (Pre-Trial Panel)	ASAP
	055-3	Administrative Assistant (Constitutional Court Chamber)	ASAP
	058	Associate Legal Officer (Defence Office)	ASAP
	061	Associate Legal Officer (Victims Participation Office)	ASAP
	062	Language/Administrative Assistant	ASAP
	063	Finance Assistant (Victims Participation Office)	ASAP
	064	Administrative Assistant (Victims Participation Office)	ASAP
	065-2	Court Interpreter (English into Albanian)	ASAP
	065-3	Court Interpreter (English into Serbian)	ASAP
	067	Reviser (Albanian into English)	ASAP
	068-1	Translator (Serbian)	ASAP
	069	Reference and Terminology Assistant	ASAP
	071	Language and Media Assistant	ASAP

	072	Deputy Head of Detention Management Unit	ASAP
	073 (2 positions)	Administrative Support Assistant (Detention Management Unit)	ASAP
	078	Associate Protection Officer	ASAP
	080	Operations Assistant (Protection)	ASAP
	083	Operations Assistant (Operations)	ASAP
	099	Human Resources Officer	ASAP
	100	Budget Assistant	ASAP
	101	Procurement Assistant	ASAP
	105 (3 positions)	Senior Security Officer	ASAP
	108	Courtroom Technology Supervisor	ASAP
	110	Developer Court Management System	ASAP
	111	Junior Developer	ASAP
	113	System Administrator	ASAP
	114	Software System Support	ASAP
	115	Audio Visual Technician	ASAP
	116	IT Technician Assistant (Courtroom Support)	ASAP

	121	Facility Management and General Services Assistant	ASAP
	122	Travel Assistant	ASAP
	133-2	Senior Legal Officer Basic Court (Pre-Trial and/or Trial)	ASAP
	135	Driver/Handyperson	ASAP
	511	Senior Communication and Information Systems Officer	ASAP
	512	Communication and Information Systems Officer	ASAP
	516	Witness Protection Officer	ASAP
	518	Regional Liaison Officer	ASAP
	521	Reviser (English)	ASAP
	522	Interpreter/Translator (English/Albanian)	ASAP
	525	Associate Interpreter/Translator (English/Serbian)	ASAP
	528	Prosecutor	ASAP
	529	Associate Prosecutor	ASAP
	532	Analyst	ASAP
	535	Senior Investigator	ASAP
	539	Legal Officer	ASAP

	544	Special Advisor on Communications/Spokesperson	ASAP
<b>Deadline for Applications:</b>	6 January 2017 at 17:00 hours (Brussels time)		
<b>E-mail Address to send the Job Application Form to:</b>	<p><b><u>For seconded candidates:</u></b></p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. <b>It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted.</b> Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following emails only, and not any other addresses:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;"><a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a></p> <p><b><u>For contracted candidates:</u></b></p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates as indicated in the job descriptions, should use the standard application form (Annex 2). <b>Only one application form with no more than 3 priorities per candidate will be accepted.</b> Contracted candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;">Kosovo Specialist Chambers and Specialist Prosecutor’s Office</p> <p style="text-align: center;"><a href="mailto:applications@scp-ks.org">applications@scp-ks.org</a></p>		
<b>Information:</b>	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Mr Udo Gebel</b> udo.gebel@eeas.europa.eu</p> <p style="text-align: center;"><b>Ms Ferdows Foroughi</b> applications@scp-ks.org</p>		

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing Third 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 Hague (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 Kosovo Specialist Chambers and Specialist Prosecutor’s Office may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Kosovo Specialist Chambers and Specialist Prosecutor’s Office 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 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 State<sup>1</sup>.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office; 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 Kosovo Specialist Chambers and Specialist Prosecutor’s Office or respective tasks and activities; they shall carry out their duties and act in the interest of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

**Communication Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

**Language Skills**<sup>2</sup> – Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, certain (ordinarily internal) positions at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office may accept proficiency in a language other than the majority language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

**Flexibility and Adaptability** – The candidates must be able to work 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 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.

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<sup>1</sup> Canada, Norway, Switzerland, Turkey and United States of America

<sup>2</sup> [Common European Framework of References for Languages](#)

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

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

**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, selected personnel should, in principle, be under the normal age of retirement in contributing States.

**Computer Skills** – Skills in word processing, spread sheet and e-mail systems are essential.

**Education** – European Qualifications Framework (EQF)<sup>3</sup>.

**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.

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

## **B. Desirable Requirements**

**Knowledge of the EU Institutions** – The candidates should have a 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 Balkans Area** – The candidates should have good knowledge of the history, culture, social and political situation of Balkans as well as of the police, judiciary and governmental structures.

**Language** – Some proficiency in Albanian and/or Serbian.

## **C. Essential Documents and Equipment for Selected Candidates**

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

**Visas** – Contributing States and Staff Members must ensure that visas are obtained for entry into the Netherlands 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 Netherlands.

**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 Kosovo Specialist Chambers and Specialist Prosecutor's Office upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**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 must also be vaccinated according to the required immunisations.

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

#### **D. Additional Information on the Selection Process**

**Gender balance** - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the 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 candidates considered to be most suitable will be shortlisted and interviewed in The Hague by audio/video Skype/phone, before the final selection is made. Evaluation of qualified applicants may also include an assessment exercise. If seconded candidates are required to travel to Brussels/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).



<b>Position:</b> Budget Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 011	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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 with a duration of three (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 four (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;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position:</b> Legal Officer (Ombudsperson's Office)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 041	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Ombudsperson's Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position of Legal Officer is located in the Ombudsperson's Office, within the Registry. The Legal Officer will report to the Ombudsperson when assigned to that Office after the Ombudsperson's appointment and to the Registrar/Deputy Registrar prior to that.

### Main Tasks and Responsibilities:

- To provide specialized legal and judicial administrative advice and support to the Ombudsperson's Office;
- To draft internal instructions and operating procedures for the set-up of a fully functioning Ombudsperson's Office;
- To liaise with other units and organs, as required by the Registrar or Ombudsperson, in all matters related to the Office's mandate;
- To advise and assist the Ombudsperson on legal and operational matters relating to the protection of fundamental human rights and freedoms according to the role and function to be provided for in the Rules of Procedure and Evidence;
- To advise and assist on the implementation and drafting of relevant policies, regulations and directives relating to the work of the Ombudsperson on the basis of the relevant Rules of Procedure and Evidence;
- To monitor relevant developments in Kosovo and international law;
- To draft legal documents related to the referral procedures under Article 113(2) and 135 (4) of the Constitution of Kosovo to the Specialist Chamber of the Constitutional Court;
- To draft legal documents related to the referral procedures under Article 135(3) of the Constitution of Kosovo to the President of the Specialist Chambers;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Registry is foreseen due to operational demands/requirements.

### Education and Experience:

#### Essential

- Successful completion of university studies with a duration of three (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 seven (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, Human Rights, or other related university studies;

- Minimum 4 years of experience in human rights/ombudsperson's related matters, in criminal justice (procedural) or judicial administration related matters;
- Good analytical and problem-solving skills;
- Excellent legal drafting and reporting skills;
- Excellent organizational, interpersonal and communication skills in English (verbal, written and presentational);
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to prioritize and manage a high workload independently when required;
- Absolute tact and discretion;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

#### Desirable

- Prior work experience within an international, hybrid or national criminal court or in the criminal justice field and in particular in crisis areas;
- Experience in legal advice/administration related to ombudsperson's matters;
- Experience in interacting with lawyers and judges from different backgrounds;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Facilities Technician (Electrical/HVAC/Security Systems)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. Number:</b> 044	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Facilities Technician reports to the Facility Management and General Services Officer.

### Main Tasks and Responsibilities:

- To ensure uninterrupted operations of the Court's facilities with an emphasis on supporting its core business;
- To represent the Court as a technical expert and work closely with the landlord, the Rijksvastgoedbedrijf (RvB) and contractor to plan and implement the corrective and preventative maintenance, major repairs and capital replacements to the building's infrastructure;
- To liaise with the RvB to maintain building user licenses and fire certifications according to established standards;
- To identify adjustments to be made to the infrastructure to meet the changing needs of clients at the Court and to install or oversee the installation of new fittings and systems;
- To prepare specifications for equipment, fittings, fixtures, cables, sensors, pumps, fans, building automation, technicians' tools and spare parts for the purpose of raising requisitions for purchasing;
- To oversee the maintenance of records, inventories, work-orders and general correspondence concerning technical building management and file them comprehensible;
- To calculate and use the Building Management System, adjust the settings, timings and configurations to meet the demands of the Court;
- To ensure that contractors and sub-contractors comply with all safety and security standards including KSC specific security regime needs;
- To estimate and report on future consumption of utilities for budgeting purposes;
- To evaluate vendor performance for purposes of invoice verification;
- To provide input on the building installation design for the new premises as and when required;
- To be available on a rotational basis for 24/7 call-out;
- To perform minor technical building repairs;
- 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 five (5) years of relevant professional experience.

Specification of Education and Experience

- A minimum of five (5) years of hands-on professional experience in building automation, management and control systems;

- National qualification in building electrical/mechanical systems, (e.g. City and Guilds, NEN, etc.);
- Demonstrated experience in regards to utilization, maintenance and upkeep of a wide range of electrical, security, mechanical, plumbing and building management control equipment and systems;
- Understanding and prior work experience of building management and security management systems;
- Experience in building safety norms and its application (EU/Dutch standards);
- Proven experience in dealing with contractors and sub-contractors;
- Effective organizational skills and ability to independently plan and manage work in an efficient and timely manner with minimum supervision;
- Good oral and written skills, including ability to prepare and present concise oral and written documentation, correspondence, updates, including other documentation within the immediate work environment;
- Familiarity with and ability to use advanced tools in a safe and efficient manner, ability to correctly interpret and assess diagnostic test results, faults or deficiencies and to provide the necessary remedial actions in an efficient and timely manner;
- Awareness of obligations for specialized equipment e.g. hot work permits, lifting equipment and staging/ladders;
- Knowledge of MS Office applications;
- Ability to maintain accurate and specific records and inventories;
- Ability to produce quality output under pressure and meet tight deadlines;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds;
- Fluency of Dutch language.

#### Desirable

- Prior work experience in an international organization;
- Demonstrated initiative and willingness to learn new skills to keep abreast of the rapid advances in technology;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position:</b> Administrative Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. Number:</b> 046	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Office of the Head of Administration	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Administrative Officer reports to the Head of Administration.

### Main Tasks and Responsibilities:

- To support the Head of Administration on all areas within the Division of Administration: Human Resources, Finance and Budget, Procurement, Information Technology Services, Security and Safety, Facilities Management and General Services;
- To assist in the coordination of the work of the administrative support staff in these areas;
- As directed by the Head of administration, to deputize for and carry out allocated responsibilities of the Head of administration as required;
- Under the supervision of the Head of Administration, to co-ordinate all administrative services related issues for the Specialist Chambers and Registry, including administrative liaison with the EC and CPCC;
- To assist in the establishment and implementation of necessary rules and procedures;
- To ensure accurate and timely reporting and information flow as pertaining to the area of competence;
- To draft reports on various administrative issues;
- To study and propose operational and management decisions with the objective of increasing the efficiency of the Specialist Chambers and Registry administration;
- To propose good practices, administrative and management decisions that have the objective to increase the efficiency of the Specialist Chambers and Registry;
- To ensure compliance with the EC and CPCC directives and to coordinate periodic administrative reporting;
- To undertake any other related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of a full course of university studies of at least three (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 ten (10) years of relevant and proven professional experience.

### 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, International Studies, Social Sciences or other related university studies;
- Minimum of three (3) years of experience at management or senior supervisory level;
- Extensive and progressive professional experience in at least two of the areas within the Division of Administration: Human Resources, Finance and Budget, Procurement, Information Technology Services, Security and Safety and Facilities Management and General Services;

- Excellent organizational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Excellent drafting and report writing skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Prior work experience in an international criminal or hybrid court;
- Demonstrated solution orientated experience;
- Adaptability and flexibility;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.



<b>Position:</b> Court Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 049	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Court Officer reports to the Head of Court Management Unit.

### Main Tasks and Responsibilities:

- To be responsible for the daily coordination of the court services in the Specialist Chambers and Registry;
- To receive, record and file documents submitted to the Registry;
- To make all necessary arrangements for the court proceedings, including the coordination of provision of interpretation and technical services, as required;
- To supervise the work of court support staff, transcript coordinators, etc. ensuring smooth management of the cases before the Specialist Chambers;
- To represent and perform the functions of the Registry in all court proceedings, on behalf of the Registrar or the Deputy Registrar, including opening the hearing and preparing minutes or summaries of proceedings;
- To handle and process exhibits (in hard copy or electronic format) in accordance with the established rules, practices and procedures;
- To answer questions from the Specialist Chambers relating to the Registry matters;
- To provide advice on procedural matters to judges, parties and diplomatic bodies;
- To prepare relevant documents by the Specialist Chambers, if requested;
- To maintain the Court Calendar;
- To assist drafting and reviewing the procedures and guidelines related to courtroom activities;
- To identify training needs for participants to the proceedings;
- 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 three (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 seven (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, Court Administration, Social Sciences or other related university studies;
- Minimum two (2) years of experience in courtroom proceedings and in criminal cases;
- Excellent drafting skills for legal texts, memoranda and any related filings in English;
- Fully proficient computer skills, including ability to use relevant software applications;
- Excellent organizational, interpersonal and communication skills, both written and oral;

- Ability to work accurately, to remain calm under pressure and to use time effectively and efficiently;
- Ability to prioritize and manage a high workload on occasions;
- Absolute tact and discretion;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Experience with criminal cases involving witness protection and other measures to protect confidential evidence or information;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Court Usher	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. Number:</b> 050	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Court Usher reports to the Head of Court Management Unit.

**Main Tasks and Responsibilities:**

- To maintain and publish in an accurate and timely manner the hearing schedule in accordance with instructions from the Head of Court Management Unit and informing Parties to the proceedings of any changes in the schedule;
- To liaise with units of the Registry as regards practical needs of persons expected to be present in the courtroom and the proper functioning of technical equipment in the courtroom;
- To assist the Witness Protection and Support Office during preparation of the witnesses for trial hearings;
- To assist the Court Officer during and after the court hearings with the registration and processing of evidentiary material;
- To assist the Court Officer during the court proceedings, e.g., by making announcements at the commencement, breaks and ends of a court session, publishing documents, noting transcript errors, etc.;
- To assist witnesses during court hearings, including with the operation of courtroom equipment, if and when required;
- To facilitate the smooth operation of court hearings, as instructed by the Judges and/or Court Officer and in accordance with instructions of the Head of Court Management Unit;
- To receive, filter, oversee and file incoming and outgoing correspondence in accordance with the instructions of the Head of Court Management Unit;
- To assist the Court Officer with scanning, registration procedures, extracting information and importing relevant data/information in the electronic court management system and other relevant applications;
- In accordance with instructions by the Head of Court Management Unit, liaise with AV staff of the Registry and court reporters regarding the AV records and transcripts, respectively;
- In close coordination with the Court officer, to maintain the Court Management vaults and archive;
- As and when so instructed by the Head of Court Management Unit, to support the Court Records Keepers with the receipt, processing and distribution of records of the case file;
- To undertake any other related tasks as requested by the Line Managers.

**Education and Experience:**

- Level of secondary education attested by a diploma.
- AND
- After having fulfilled the education requirements, a minimum of five (5) years years of relevant professional experience.

Specification of Education and Experience

- A minimum of three (3) years of experience in working within an international criminal or hybrid court or in a national jurisdiction involving highly complex cases;

- Proven experience in registration and maintaining databases of evidence and/or court records;
- In-depth understanding of and/or experience in applying principles around presentation of evidence, chain of custody and courtroom procedures, legal records and terminology;
- Proven experience in providing support to judges, witnesses and parties in a courtroom setting;
- Excellent communication skills in English, both written and oral;
- Excellent computer skills, including redaction tools; proficiency in text editing;
- Excellent organizational, interpersonal and communication skills, both written and oral;
- Ability to work accurately, to remain calm under pressure and to use time effectively and efficiently;
- Ability to prioritize and manage a high workload on occasions;
- Absolute tact and discretion;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Working knowledge of Albanian and/or Serbian;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Legal Officer Basic Court (Pre-Trial and/or Trial)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 053-1	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position as Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the Basic Court (Pre-Trial and/or Trial Panel). When deployed, the Associate Legal Officer reports to the Senior Legal Officer.

### Main Tasks and Responsibilities:

- To provide specialized legal and judicial administrative support to the Basic Court Panels through the Senior Legal Officer;
- To conduct legal research, particularly on international criminal law, international humanitarian and criminal law and international administrative law;
- In cooperation with the Senior Legal Officer, prepare draft memoranda, decisions and judgments on cases assigned;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties;
- To monitor the relevant developments in international law;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

### Education and Experience:

Essential

- Successful completion of university studies with a duration of three (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 seven (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 with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of four (4) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of criminal law/international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations.
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Legal Officer (Supreme Court Chamber/ Office of the President)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 053-2	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position of Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the President's Office/Supreme Court Chamber. When deployed, the Legal Officer reports to the Chef de Cabinet/Senior Legal Officer.

### Main Tasks and Responsibilities:

- To provide specialized legal and judicial administrative support to the Office of the President through the Chef de Cabinet/Senior Legal Officer;
- To conduct and supervise legal research, particularly on international criminal law, international humanitarian and criminal law;
- To review and coordinate the preparation of draft memoranda, decisions and judgments on cases to which the President is assigned, under the supervision of the Chef de Cabinet/Senior Legal Officer assigned to the cases, if any;
- To undertake legal analysis of judgments and evidence; assessing submissions and authorities submitted by parties on appeal;
- To supervise research by the Associate Legal Officer(s) and interns;
- To attend meetings of the Supreme Court Chamber and liaises with Judges and staff of the Supreme Court Chamber;
- To monitor relevant developments in international law;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

### Education and Experience:

#### Essential

- Successful completion of university studies with a duration of three (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 seven (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 with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of four (4) years of progressively responsible legal experience, at either the national or international level;

- Extensive knowledge and practical experience of criminal law/international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

#### Desirable

- International experience, particularly in crisis areas with multi-national and international organisations.
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.



<b>Position:</b> Legal Officer (Constitutional Court Chamber)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 053-3	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position as Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the Constitutional Court Chamber. When deployed, the Legal Officer reports to the Chef de Cabinet/Senior Legal Officer.

### Main Tasks and Responsibilities:

- To assist the Constitutional Court Judges in planning, organising and coordinating activities within the Constitutional Court Chamber;
- To provide specialised legal, judicial and administrative support, in particular on constitutional challenges and human rights law;
- To coordinate the work of the office of the Constitutional Court Chamber and provide guidance to the Associate Legal Officer(s);
- To provide extensive legal research, particularly on constitutional law of Kosovo, international law, international criminal law, human rights and international administrative law;
- To coordinate and prepare draft memoranda and draft decisions/judgments;
- To provide legal analysis of constitutional challenges;
- To assess briefs and authorities submitted by the parties and to maintain files on the Specialist Chambers practice and development;
- To monitor relevant developments in criminal, constitutional and international law;
- To organise seminars and lectures for the benefit of the Specialist Chambers;
- To provide guidance to junior staff and interns;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

### Education and Experience:

#### Essential

- Successful completion of university studies with a duration of three (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 seven (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 with a specialization in international, criminal or humanitarian law or other related university studies;

- A minimum of four (4) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of criminal law/international criminal law or constitutional law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

#### Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Legal Officer (Court of Appeals)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 053-4	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position as Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the Court of Appeals Panel. When deployed, the Legal Officer reports to the Senior Legal Officer.

### Main Tasks and Responsibilities:

- To provide specialized legal and judicial administrative support to the Judges of the Court of Appeals through the Senior Legal Officer;
- To conduct legal research, particularly on international criminal law, international humanitarian and criminal law;
- To prepare draft memoranda, decisions and judgments on cases to which the Court of Appeals is assigned;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties;
- To monitor the relevant developments in international law;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

### Education and Experience:

Essential

- Successful completion of university studies with a duration of three (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 seven (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 with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of four (4) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of criminal law/international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations.
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Associate Legal Officer (Court of Appeals)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. Number:</b> 054-1	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position as Associate Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the Court of Appeals. When deployed, the Associate Legal Officer reports to the Senior Legal Officer.

### Main Tasks and Responsibilities:

- To provide specialized legal and judicial administrative support to the Court of Appeals through the Senior Legal Officer;
- To conduct legal research, particularly on international criminal law, international humanitarian and criminal law and international administrative law;
- Under the supervision of the Senior Legal Officer, prepare draft memoranda, decisions and judgments on cases to which the Court of Appeals is assigned;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties;
- To monitor the relevant developments in international law;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

### Education and Experience:

Essential

- Successful completion of university studies with a duration of three (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 four (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 with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of criminal law/international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations.
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Associate Legal Officer (Pre-Trial Panel)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. Number:</b> 054-2	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position as Associate Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the Pre-Trial Panel. When deployed, the Associate Legal Officer reports to the Senior Legal Officer.

### Main Tasks and Responsibilities:

- To provide specialized legal and judicial administrative support to the Pre-Trial Judge through the Senior Legal Officer;
- To conduct legal research, particularly on international criminal law, international humanitarian and criminal law;
- In cooperation with the Senior Legal Officer, prepare draft memoranda, decisions and judgments on cases to which the Pre-Trial Judge is assigned;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties;
- To monitor the relevant developments in international law;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

### Education and Experience:

Essential

- Successful completion of university studies with a duration of three (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 four (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 with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of criminal law/international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.



<b>Position:</b> Administrative Assistant (Constitutional Court Chamber)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. Number:</b> 055-3	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position as Administrative Assistant is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the Constitutional Court Chamber. When deployed, the Administrative Assistant reports to the Legal Officer.

### Main Tasks and Responsibilities:

- To provide immediate administrative assistance to the Judges, the Legal Officers and Associate Legal Officer;
- To receive and file all correspondence for the Constitutional Court Chamber, filing other documents produced by the Office;
- To maintain a filing system;
- To prepare final drafts of documents for signature;
- To attend to incoming calls and organizes schedules;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Registry may be applicable due to operational demands/requirements.

### Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access);
- Excellent organisational and planning skills with ability to multi-task;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Prior work experience in a national and/or international criminal or hybrid court;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Associate Legal Officer (Defence Office)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. Number:</b> 058	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Defence Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position of Associate Legal Officer is located in the Registry's Defence Office. The Associate Legal Officer reports to the Defence Office Coordinator.

### Main Tasks and Responsibilities:

- To provide specialized legal and judicial administrative advice and support to the Defence Office;
- To advise and assist the Defence Office Coordinator on legal and operational matters relating to the legal aid system and remuneration for Specialist Counsel;
- To advise and assist on the implementation and drafting of relevant policies, regulations and directives relating in particular to the assignment and appointment of Specialist Counsel and related matters, as well as matters related to legal aid;
- To draft legal submissions to the court, decisions on matters relating to the Defence Office, correspondence with Specialist Counsel and any other documents as required by the Defence Office Coordinator;
- To apply Legal Aid Regulations and advise on any necessary amendments;
- To apply Code of Professional Conduct for Specialist Counsel and advise on any necessary amendments;
- To organize and attend meetings with Specialist Counsel;
- To assist with the drafting of the budget and audit reports;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Registry may be applicable due to operational demands/requirements.

### Education and Experience:

Essential

- Successful completion of university studies with a duration of three (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 four (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, Criminology, or other related university studies;
- Minimum of three (3) years of experience in defence and/ or legal aid related matters and/ or judicial administration related matters;

- Excellent legal drafting experience;
- Excellent organizational, interpersonal and communication skills in English, both written and oral;
- Absolute tact and discretion;
- Good analytical and problem-solving skills;
- Ability to work accurately, to remain calm under pressure and to use time effectively and efficiently;
- Ability to prioritize and manage a high workload on occasions;
- Ability to work independently with a minimum supervision;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Experience in legal advice/administration related to defence matters and interaction with Counsel from different backgrounds;
- International experience with multi-national and international organisations in the criminal justice field, in a hybrid or national criminal court and particular in crisis areas;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Associate Legal Officer (Victims Participation Office)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. Number:</b> 061	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Associate Legal Officer reports to the Head of the Victims Participation Office (VPO). The role of the Associate Legal Officer is two-fold: providing legal assistance and support to the VPO and assisting the Head of the Victims Participation Office in representing victims before the Kosovo Specialist Chambers, if applicable.

### Main Tasks and Responsibilities:

- To provide specialized legal and judicial assistance and support to the Head of VPO;
- To prepare draft legal documents for the VPO;
- To conduct legal research, on a diverse range of assigned issues in international criminal law, criminal procedure and specifically on all matters related to victims and their participation in internationalised proceedings;
- To use multiple legal research (electronic) tools, select relevant material, analyse information and present findings for internal review;
- To assist the Head of the Victims Participation Office in all matters related to the VPO;
- To supervise the management of the victims' application database and analysis of the applications;
- To assist the Head of the VPO in the representation of victims before the Kosovo Specialist Chambers, if applicable;
- To summarize and analyze evidentiary material, witness statements and other relevant material;
- To assist during the proceedings in the maintenance of an effective overview of the evidence presented in court, using a variety of (electronic) tools;
- To draft legal and factual submissions to the court during the pre-trial, trial and appeals phases of the proceedings;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties;
- To identify and prepare proposals for amendments of the Rules of Procedure and Evidence (RPE);
- To monitor the relevant developments in international law, in particular related to victims;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Registry may be applicable due to operational demands/requirements.

### Education and Experience:

#### Essential

- Successful completion of university studies with a duration of three (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 four (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 with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Working experience in a national and/or international or hybrid criminal court;
- Working experience as a lawyer/lawyers' assistant in a national or international criminal jurisdiction;
- Knowledge of victims' rights and work experience with victims of serious and international crimes;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Language/Administrative Assistant (Albanian/Serbian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-4
<b>Ref. Number:</b> 062	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Language/Administrative Assistant reports to the Head of the Victims Participation Office (VPO).

### Main Tasks and Responsibilities:

- To contribute to the establishment of the database for victims' applications;
- To manage, monitor and maintain records within the victims' application database and prepare statistical data as required;
- To translate victims' application forms and any accompanying documents from Albanian or Serbian into English;
- To check the application forms for completeness;
- To analyse the victims' application forms under the supervision of the Associate Legal Officer;
- To provide draft translation of documents from Albanian or Serbian into English;
- To provide consecutive interpretation in all communications with victims and any other stakeholders, as required;
- To maintain direct contact with victims and victim's applicants, as required;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units may be applicable due to operational demands/requirements.

### Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

- After having fulfilled education requirements, a minimum of one (1) year of relevant professional experience.

Specification of Education and Experience

- Fluency in verbal and written English and excellent command of Albanian and/or Serbian, both verbal and written;
- Knowledge of general office and administrative support including administrative policies, processes and procedures;
- Knowledge of database systems, such as case map and ability to manage the victims' application database;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint; Access);
- Excellent interpersonal and communication skills in English, both verbal and written;
- Willingness to travel to Kosovo, Serbia and other places as required;
- Good analytical and problem-solving skills;

- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Previous working experience in a similar position in an international or a hybrid court system;
- Experience in working with possibly traumatized and vulnerable victims of serious and/or international crimes;
- Knowledge on the admissibility criteria for victims at the Kosovo Specialist Chambers and application on the case;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.



<b>Position:</b> Finance Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-4
<b>Ref. Number:</b> 063	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Finance Assistant reports to the Head of the Victims Participation Office.

### Main Tasks and Responsibilities:

- To provide financial assistance to the Victims Participation Office.
- To provide support with respect to the review, analysis and preparation of the Victims Participation Office's budget and its revisions;
- To assist the Head of the Victims Participation Office in explanation of resource requirements for budget submissions;
- To monitor the expenditures, compare them with the approved budget and to assist in the finalization of budget performance reports;
- To coordinate with the Finance and Budget Unit on related issues during preparation of budget reports;
- To implement payment policies by reviewing invoices, analysing allotments and reviewing and auditing work plans;
- To review financial balances and to prepare detailed reports regarding projected requirements;
- To review, log and track invoices and to update counsel allotment database;
- To liaise with the Head of the Victims Participation Office and the Head of Finance and Budget Unit to report on and clarify payment of invoices;
- To compile monthly expenditure reports to the management for reviewing;
- To update files and other documents/reports/guidelines relevant to the legal aid payment schemes;
- To assist with internal and external audits;
- 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 one (1) year of relevant professional experience.

Specification of Education and Experience

- Proficiency in MS Office applications and in using information technology;
- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Good interpersonal and communication skills in English, both verbal and written;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Specialised training in finance and/or experience in legal aid administration;
- Knowledge of the EU financial rules and regulations, including budget procedures;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Administrative Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. Number:</b> 064	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Administrative Assistant reports to the Head of the Victims Participation Office.

**Main Tasks and Responsibilities:**

- To provide administrative and organizational support to the Victims Participation Office (VPO);
- To liaise with external counsel teams and provide administrative and organizational support as needed;
- To provide accurate and timely information to the Head of the Victims Participation Office on implementation of work plan;
- To maintain the Victims Participation Office’s filing system, also together with the Language and Administrative Assistant the database of victims’ applications;
- To regularly revise and update the existing templates, forms and other related documents;
- To administer attendance, keep accurate office records and provide relevant reports;
- To monitor and maintain records within the VPO’s database of victims’ applications and prepare statistical data, as required;
- To process and coordinate correspondence, distribute administrative documents to the relevant units/offices and to liaise with them as needed;
- To take follow-up actions on own initiative relating to various administrative issues in order to ensure smooth operation of the Office;
- To provide guidance to staff with respect to administrative procedures, processes and practices, in coordination with the appropriate departments;
- To maintain and create internal spread-sheets and databases, when required;
- To initiate and contribute to the preparation, drafting and final presentation of VPO’s policies, protocols and procedures;
- To undertake any other related tasks as requested by the Line Managers.

**Additional Information:**

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

**Education and Experience:**

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Knowledge of general office and administrative support including administrative policies, processes and procedures;

- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access) and typing skills;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Good analytical and problem-solving skills;
- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

#### Desirable

- Experience in dealing with victim related issues;
- Prior working experience in a national and/or international criminal or hybrid court;
- Previous experience with management of databases;
- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian or Serbian);
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Court Interpreter (English into Albanian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. Number:</b> 065-2	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Court Interpreter reports to the Head of Language Services Unit (LSU) or other senior LSU staff as designated by the Head of Language Services Unit.

### Main Tasks and Responsibilities:

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from English into Albanian (return is considered a strong asset), at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
- To keep abreast of the Kosovo Specialist Chambers' case law, developments in the field of international criminal law and international humanitarian law;
- To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
- To act as interpretation team leader when necessary;
- To instruct and advise junior or freelance interpreters;
- To assist in planning, development and implementation of training programmes;
- To assist with programming of assignments, as necessary;
- To assist with reviewing transcripts of interpretation, and preparing corrections in the event of substantive errors;
- To assist in quality control of interpretation provided by staff and freelance interpreters;
- To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
- To strive for consistency with reference texts and with the output of staff translators;
- To translate using the in-house computer-assisted translation and terminology software;
- To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
- To identify new terminological material;
- 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 three (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 ten (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: Modern Languages, Interpretation or other related university studies;
- At least seven (7) years of conference interpretation experience preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native command of Albanian and excellent knowledge of English;
- Excellent organizational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Serbian);
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Court Interpreter (English into Serbian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 065-3	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers and Registry/Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Court Interpreter reports to the Head of Language Services Unit (LSU) or other senior LSU staff as designated by the Head of Language Services Unit.

### Main Tasks and Responsibilities:

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from English into Serbian (retour is considered a strong asset), at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
- To keep abreast of the Kosovo Specialist Chambers' case law, developments in the field of international criminal law and international humanitarian law;
- To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
- To act as interpretation team leader when necessary;
- To instruct and advise junior or freelance interpreters;
- To assist in planning, development and implementation of training programmes;
- To assist with programming of assignments, as necessary;
- To assist with reviewing transcripts of interpretation, and preparing corrections in the event of substantive errors;
- To assist in quality control of interpretation provided by staff and freelance interpreters;
- To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
- To strive for consistency with reference texts and with the output of staff translators;
- To translate using the in-house computer-assisted translation and terminology software;
- To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
- To identify new terminological material;
- 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 three (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 ten (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: Modern Languages, Interpretation or other related university studies;
- At least seven (7) years of conference interpretation experience preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Perfect command of Serbian and excellent knowledge of English;
- Excellent organizational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds-

#### Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Albanian);
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.



<b>Position:</b> Reviser (Albanian into English)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. Number:</b> 067	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Reviser reports to the Head of Language Services Unit (LSU) or other senior LSU staff as designated by the Head of language Services Unit.

### Main Tasks and Responsibilities:

- To revise and/or translate a variety of texts, mostly legal, from Albanian into English;
- To coach and motivate the in-house and external translators with a view to refining their skills and overall performance (quality of output, productivity, timeliness, etc.) and assist them in solving particularly difficult problems requiring specialized knowledge and linguistic insight;
- To report on performance and development needs of the translators;
- To promote teamwork and communication in the Unit and address any issues arising in a prompt and proactive manner;
- To advise on deadlines and assignments and adapt these to changing priorities;
- To produce self-revised translations;
- To maintain a high standard of accuracy, consistency, and fidelity to the spirit, style, register and nuance of the original;
- To observe the established Kosovo Specialist Chambers terminology and usage, and strive for consistency with reference texts and for consistency in translations;
- To carry out the requisite research, drawing on reference and terminology material, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To produce and maintain an English style guide, identify new terminological material and validate terms submitted by other language staff;
- To participate in the selection and assessment of translation tests for language staff and external translation providers;
- To use and encourage the use of the in-house computer-assisted translation and terminology software;
- To work to deadline and produce a set volume of output, due account being taken of the difficulty of the text and specified deadlines;
- 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 three (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 ten (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: Modern Languages, Translation or other related university studies;
- At least seven (7) years of experience in translation and revision in the context of international tribunal or an international organization;
- Perfect command of English and excellent knowledge of Albanian;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritize and manage a high workload while complying with deadlines,
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds.

#### Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Serbian);
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Translator (Serbian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 068-1	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Translator reports to the Head of Language Services Unit or other senior LSU staff as designated by the Head of Language Services Unit.

### Main Tasks and Responsibilities:

- To translate, subject to revision, a variety of mostly legal texts from English into Serbian;
- To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
- To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
- The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a reviser;
- To translate using the in-house computer-assisted translation and terminology software;
- To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
- To identify new terminological material for the consideration of revisers and other senior colleagues;
- 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 three (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 seven (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: Modern Languages, Translation or other related university studies;
- At least two (2) years of experience in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native (or near-native) command of Serbian and excellent knowledge of English;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;

- Ability to prioritize and manage a high workload while complying with deadlines,
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds.

#### Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Albanian);
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Reference and Terminology Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. Number:</b> 069	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Reference and Terminology Assistant reports to the Head of Language Services Unit (LSU) or other senior LSU staff as designated by the Head of Language Services Unit.

### Main Tasks and Responsibilities:

- To provide staff and freelance linguists with timely and complete reference material for their assignments;
- To contribute and assist in maintaining and optimizing the Unit's electronic translation memory, terminology database and document management system;
- To carry out documentary and linguistic research and identify relevant background material and appropriate terminology;
- To feed terminological entries and texts into the terminology and document databases;
- To produce glossaries;
- To assist with *ad hoc* terminological research and reference queries;
- To undertake the alignment of multilingual versions of documents;
- To participate in testing and installation of computer-assisted terminology software and related tools;
- 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 education requirements, a minimum of five (5) years of relevant professional experience.

Specification of Education and Experience

- At least five (5) years of relevant experience in the field of terminology and reference in an international organization;
- Proficiency in using information technology, e.g. search engines, document and terminology management databases, MS Office applications;
- Good analytical and problem-solving skills;
- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Excellent knowledge of English and Albanian or Serbian;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Previous similar work experience in a judicial or legal environment;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Language and Media Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Reference Number:</b> 071	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Language and Media Assistant ordinarily reports to the Head of Language Services Unit (LSU) and if re-assigned to the relevant Line Manager of the respective Unit.

### Main Tasks and Responsibilities:

- To perform administrative tasks related to provision of in-house and external translation services, including assigning translation tasks, timely delivery to clients, assisting with compiling accurate statistical and other reports;
- To assist with administrative tasks related to provision of interpretation and recruitment of free-lance interpreters, programming of assignments and preparation of material needed by interpreters;
- To provide draft translation or summaries of documents and media and outreach material from and into Albanian and English, respecting deadlines and adhering to in-house terminology and style guides;
- To provide consecutive interpretation as needed, including interpretation assistance at outreach events;
- To assist with editing and post-production of translated material, including for inclusion on the Specialist Chambers' website;
- To assist in referencing of documents and conducting research for the Chambers, LSU and Public Information and Communication Unit, including identifying and translating newspaper articles, electronic media reports and social media discussions from the region;
- To identify new terminological material for consideration of senior staff members and assist in updating and maintaining the LSU terminology database;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Registry is foreseen due to operational demands/requirements.

### Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Minimum of five (5) years of experience as a language assistant;
- Excellent knowledge of English and Albanian;
- Knowledge of general office and administrative support including media and administrative policies, processes and procedures;

- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access) and typing skills;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Good analytical and problem-solving skills;
- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Previous similar work experience in an international organisation or a hybrid Court system;
- Knowledge of Serbian;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Awareness of language nuances and differences pertaining to various target groups in the region;
- Experience in working in communication/public affairs environment.



<b>Position:</b> Deputy Head of Detention Management Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. Number:</b> 072	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Deputy Head of Detention Management Unit reports to the Head of Detention Management Unit.

### Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of Detention Management Unit;
- To perform functions and to provide advice to the Head of Detention Management Unit in connection with all aspects concerning the implementation of the operational, logistical and legal framework of the Specialist Chambers and Registry as they apply to the detention function;
- To be responsible for the governance/management of the detention function of the Specialist Chambers in the absence of the Head of Detention Management Unit;
- To make recommendations and to provide the Head of Detention Management Unit with advice on custodial and policy matters, conceptualization, development and implementation of policies and procedures including recommending suitable provisions and mechanisms within the legal framework for the governance of the Detention Facility;
- To organize, plan, direct and supervise a suitable management and staff structure for the functions of the Detention Facility;
- To represent, liaise and negotiate on behalf of the Head of Detention Management Unit for various prison management and administrative matters, with internal sectors of the Specialist Chambers such as the Chamber, Registry, Administration as well as with external groups including, the Dutch prison and Police Authorities and ministries, diplomatic missions, other states Ministries of Justice and penal systems and other private and governmental entities as necessary;
- To liaise with the Host Prison on the application of the Service and Facility Agreement;
- To liaise with the Host Prison and the DVenO (Dutch Transport Police) on the operational application of any security protocols or procedures;
- To undertake any other related tasks as requested by Line Managers.

### Education and Experience:

#### Essential

- Successful completion of university studies with the duration of three (3) years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualification 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 ten (10) years of relevant professional experience with at least five (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: Penology, Prison Management, Social Sciences, Sociology, Criminology, Psychology or other related university studies;

- Minimum of five (5) years of progressively responsible experience in Prison Management at the national or international level in custody and detention;
- Demonstrated knowledge and ability in an operational custodial setting;
- Absolute tact and discretion;
- Excellent organisational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Excellent drafting and report writing skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Administrative Support Assistant (Detention)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. Number:</b> 073	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Administrative Support Assistant reports to the Deputy Head of Detention Management Unit.

### Main Tasks and Responsibilities:

- To prepare confidential and public correspondence, reports and essays for Detention Management, Deputy Registrar, Registrar, Specialist Chambers and others;
- To distribute reviews and to evaluate and advise security intelligence and statistical performance data including material for annual reports, budgetary questions, performance evaluations, etc.;
- To review, interpret and evaluate present administrative procedures, protocols and rules;
- To advise on and to prepare new guidelines, to design new and to amend present administrative systems;
- To maintain active and archival records filing systems in accordance with the requirements of the Specialist Chambers and Registry;
- To administer visits to the Detention Facility liaising with the Registry to ensure that all visitors are authorized;
- To monitor the visits to detainees, as and when requested by the Head of Detention Management Unit, to terminate the visits in case of abuse by detainee visiting privileges and/or alerting the Head of Detention Management Unit of the breach;
- To select relevant gathered information from interactions with detainees and to report to the Head of Detention Management Unit on a regular basis;
- To create a filing system with separate files for each detainee containing information gathered;
- To undertake any other related tasks as requested by Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Registry may be applicable due to operational demands/requirements.

### Education and Experience:

Essential

- A level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Minimum of five (5) years of experience in an international organization or hybrid court;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access); proficiency in text editing and structuring documents;
- Excellent organisational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);

- Excellent drafting and report writing skills;
- Ability to prioritize and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Knowledge of detention policies, procedures and practices;
- Working knowledge of Albanian and Serbian;
- Knowledge and/or experience in Public Administration as an administrative assistant/secretary;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Associate Protection Officer	<b>Employment Regime:</b> Contracted/Seconded	<b>Post Category:</b> Management Level ML-3
<b>Ref. Number:</b> 078	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Witness Protection and Support Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Associate Protection Officer reports to the Head of Witness Protection and Support Office.

### Main Tasks and Responsibilities:

- To provide protection services to all witnesses travelling to The Hague to testify before the Specialist Chambers;
- To investigate and provide threat and risk assessments and to recommend effective and appropriate short and long-term measures in protecting victims and witnesses appearing in the Specialist Chambers;
- To maintain protection files and to administrate cases including financial accountability and due diligence on individual cases;
- To provide protection and support to the persons in the Witness Protection Program (WPP);
- To manage and organize highly confidential information;
- To monitor the psycho-social wellbeing/stress of witnesses and, if necessary, to brief the Support Officer and implement the measures to manage those issues;
- To maintain close relationships with national and international agencies to ensure that the necessary logistical and security co-operation and assistance will be available, if required;
- To carry out specific tasks in the field, particularly to assist in arranging locations for testimony by video link;
- To provide regular updates on operational activities in the field as needed;
- To be able to travel on extensive missions at short notice and of varying lengths of time;
- To follow and analyze the socio-political and security situation in the area of operations and to maintain knowledge of the conditions and infrastructure in the area of operations;
- To maintain a network of contacts with specialized agencies and liaise with relevant governmental and non-governmental bodies assisting in providing protective measures;
- To uphold strict confidentiality regarding the matters relating to victims and witnesses;
- 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 three (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 four (4) years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be at least one of the following fields of expertise: Law Enforcement, Police Sciences, Military Sciences, Risk Management or other related university studies;
- A minimum of three (3) years of experience in working in a high risk witness protection unit, determining levels of threat and implementing witness protection schemes which include identity change and international relocation;
- Good judgment to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment;
- Minimum category B driving license.

#### Desirable

- Previous experience working in witness protection unit in an international organization or hybrid court or tribunal, particularly dealing with judicial and non-judicial witness protection;
- Previous operational experience in Kosovo;
- Knowledge of Albanian, Bosnian, Croat and Serbian;
- Good understanding of the political, cultural and security situation of the Balkans;
- License to carry a weapon.

#### **Additional Information**

License to carry a weapon may be required. Candidates should be prepared to be trained in its use if not already in possession of the necessary licenses.

<b>Position:</b> Operations Assistant (Protection)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. Number:</b> 080	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Witness Protection and Support Office/ Protection	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Third Contributing States:</b> Yes

### Reporting Line:

The Operations Assistant reports to the Head of Witness Protection and Support Office.

### Main Tasks and Responsibilities:

- To assist the Protection Officer and the Protection Assistants by providing translation and support to the victims and witnesses within the Witness Protection Programme (WPP);
- To provide logistical and operational assistance, including driving duties;
- To be able to travel to extensive missions of varying lengths of time at a short notice;
- To escort the victims and witnesses in the area of operations and during international travel;
- To deal with the practical needs of the victims and witnesses either appearing before the Specialist Chambers or elsewhere under the WPP;
- To manage the financial administration process according to the EU and/or Witness Protection and Support Office (WPSO) guidelines;
- To monitor the psycho-social wellbeing and stress levels of the victims and witnesses and to brief the Support Officer;
- To assist the Operations Officer by ensuring that the efficient logistical and operational arrangements are in place for witnesses required to travel to the Netherlands;
- To liaise with the WPSO staff to plan, co-ordinate, forecast and disseminate victims and witnesses information regarding the court appearances;
- To inform the victims and witnesses about the court room procedures and their rights and obligations in those proceedings;
- To provide assistance and support to the victims and witnesses prior, during and after the court proceedings;
- To update all WPSO staff related to day's activities and itinerary;
- To provide language assistance for the WPSO;
- To ensure timely and correct data entry and maintenance of WPSO database;
- To maintain at all times strict confidentiality about any matters related to the victims and witnesses;
- To supervise the work of the Operations Assistants (Operations) as directed by the Head of Witness Protection and Support Office;
- 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 education requirements, a minimum of ten (10) years of relevant professional experience.

#### Specification of Education and Experience

- Professional experience working with the logistical arrangements, translation and support to sensitive and/or traumatized victims and witnesses in the Witness Protection Unit in a national or international organization;
- Knowledge of the official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian/Serbian);
- Very good interpersonal and communication skills, both written and oral;
- Willingness and ability to work flexible hours;
- Computer skills in MS Office applications (Excel, Word, PowerPoint, Access) and proven experience in input of data and maintenance of database in a court support environment;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Work experience in a conflict or post conflict context;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.



<b>Position:</b> Operations Assistant (Operations)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-2
<b>Ref. Number:</b> 083	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Witness Protection and Support Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Operations Assistant reports to the Head of Witness Protection and Support Office.

### Main Tasks and Responsibilities:

- To assist the Operations Officer by ensuring that the efficient logistical and operational arrangements are in place for witnesses required to travel to The Netherlands;
- To provide services to the Protection Unit, when required, and to witnesses in the Witness Protection Program (WPP), when necessary;
- To provide translation services and support to victims and witnesses;
- To provide all logistical and operational assistance, including driving duties;
- To escort the victims and witnesses in the area of operations and during international travel;
- To manage the financial administration process of the victims and witnesses according to the EU and/or Witness Protection and Support Office (WPSO) guidelines;
- To monitor the psycho-social wellbeing and stress level of the victims and witnesses and if necessary to brief the Support Officer;
- To inform the victims and witnesses about the court room procedures and their rights and obligations in those proceedings;
- To provide assistance and support to the victims and witnesses prior, during and after the court proceedings;
- To liaise with the WPSO staff to plan, co-ordinate, forecast and disseminate victims and witnesses' information regarding the court appearances;
- To update all WPSO staff related to the day's activities and itinerary;
- To ensure timely and correct data entry and maintenance of WPSO database;
- To maintain at all times strict confidentiality about any matters related to the victims and witnesses;
- To undertake any other 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 requirement, a minimum of eight (8) years of relevant professional experience.

Specification of Education and Experience

- Minimum category B driving license;
- Proven ability to work under highly demanding and stressful conditions, using time effectively and efficiently, and to prioritize and manage a high workload on occasions;
- Experience in working with the logistical arrangements, translation and support to sensitive and/or traumatized witness in a witness protection unit or in a national or international organization or a hybrid court;

- Knowledge of the official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian/Serbian);
- Very good interpersonal and communication skills, both written and oral;
- Computer skills in MS Office applications (Excel, Word, PowerPoint, Access) and proven experience in input of data and maintenance of database in a court support environment;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Work experience in a conflict or post conflict context;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 099	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Human Resources Officer reports to the Head of Human Resources Unit.

### Main Tasks and Responsibilities:

- To assist the Head of Human Resources Unit in the management and co-ordination of all Human Resources related issues of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To provide HR advice and services in the areas of recruitment and selection, HR planning, staff relations and advice, performance management, training and induction programmes, statistics and post management;
- To supervise preparation of job descriptions for the upcoming vacancies, liaising with the substantive offices on the determination of education and experience and prior classification of positions;
- To participate in the recruitment panels, promoting equity, transparency and consistency in the selection and placement of staff while demonstrating flexibility in understanding management needs and developing appropriate courses of action;
- To advise on interpretation of Staff Rules and to assist in the review and drafting of HR policies/procedures and to recommend changes as required;
- To ensure the correct preparation and timely submission of the monthly payroll including insurance and other financial entitlements of staff;
- To examine complex HR issues and to carry out investigation/ research in order to prepare reports and analysis for the Head of Human Resources Unit;
- To administer the performance management and evaluation system, overseeing the accurate and timely completion of performance evaluation reports;
- To assist in the preparation and maintenance of statistical and standard reports related to Human Resources;
- To assist in the development of a training capacity within the organisation coordinating with staff to ensure that training and development programmes meet requirements;
- To deputise for the Head of Human Resources Unit as and when required;
- To undertake any other related tasks as required by Line Managers.

### Education and Experience:

#### Essential

- Successful completion of university studies with a duration of three (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 seven (7) years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be at least one of the following fields of expertise: Business or Public Administration, Human Resources Management or other related university studies;
- A minimum of seven (7) years of progressively responsible experience in Human Resources management of which at least three (3) years at the supervisory/management level;
- Knowledge of Human Resources policies, procedures and practices;
- Ability to develop and draft clear and well-articulated staff procedures, policies and guidance;
- Demonstrated ability to identify Human Resources and Administration related issues, to analyse and formulate opinions, to issue conclusions and recommendations on complex Human Resources policy and development issues;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with minimum supervision;
- Proven experience in conducting training and workshops;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Experience in human resources management at a national or international court;
- Knowledge of financial transactions and general procedures;
- Knowledge of ERP systems/implementation;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position:</b> Budget Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-2
<b>Ref. Number:</b> 100	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To assist and advise the Head of Finance and Budget Unit;
- To assist on the preparation of future budgets and budget reports and on the monitoring and control of current budgets;
- To assist the preparation of supporting documents for budget proposals;
- To research and compile data and other information needed for relevant budget proposals;
- To assist with preparation and formulation of costs estimates for budget proposals and reports;
- To review draft reports and budget proposals and to verify accuracy and consistency of figures;
- To assist with the analysis of budget information and highlights areas of concern;
- To assist in monitoring expenditures and their correct classification to budget lines;
- To assist in preparing reports on budget trends and forecasts;
- To record and update budgets versus actual spend for projects and contracts;
- To maintain and keep up-to-date budget related files;
- To draft routine correspondence with respect to relevant financial and budgetary matters;
- To liaise and cooperate on budget issues with the relevant actors;
- To keep up-to-date records on documents, reports and guidelines related to the EU policies and procedures;
- To provide support to staff members of the Finance and Budget Unit when necessary;
- To undertake any other tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Registry may be applicable due to operational demands requirements.

### Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- A minimum of eight (8) years of relevant work experience in the area of Accounting, Budgeting and/or Finance;
- Competency in using PC-based financial systems (i.e. Quick Books, SAGE, 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

- Experience in the implementation of EU budgetary and financial processes and regulations;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Previous experience working in an international organisation or hybrid court;
- Knowledge and/or experience in public administration;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Procurement Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. Number:</b> 101	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Procurement Assistant reports to the Head of Procurement Unit.

### Main Tasks and Responsibilities:

- To review requisitions for clarity and completeness of technical specifications;
- To clarify terms and conditions of requisitions and to liaise with requisitioners and vendors;
- To conduct inquiries for products and services being requested;
- To compile and collect market prices and conditions and to negotiate terms when necessary;
- To prepare the appropriate documents and to present proposals to the Procurement Officer;
- To clarify and negotiate terms and conditions with vendors when required;
- To extract and compile data contained in quotations/proposals/bids to determine which supplier can deliver at best value for the organisation and to submit results for recommendation;
- To prepare draft contracts introducing modification when needed, against a set format for contracts, and to present the drafts to the Procurement Officer;
- To ensure vendor compliance with terms and conditions in all purchase orders and contracts;
- To report on status of on-going contracts;
- To be responsible for the organization of all records relevant to contracts and purchase orders handled, including the electronic archiving of such records;
- 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 education requirements, a minimum of five (5) years of relevant professional experience.

Specification of Education and Experience

- Minimum of three (3) years of progressively responsible administrative experience in the field of administration, including General Administration, Procurement and/or Finance;
- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Tact, discretion, accuracy and attention to details;
- Experience in purchasing and contract management;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access);
- Ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.



<b>Position:</b> Senior Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-4
<b>Ref. number:</b> 105	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior Security Officer reports to the Security Supervisor.

### Main Tasks and Responsibilities:

- To provide operational leadership and guidance to Security Officers in the absence of the Security Supervisor;
- To ensure the delivery of operational court and building security services to meet organisational security requirements at the premises of the Specialist Chambers and Prosecutor's Office within a 24-hour shift system;
- To control access and egress to the premises of the Specialist Chambers and Specialist Prosecutor's Office in accordance with applicable institutional policies and procedures;
- To ensure the security screening of all incoming staff, visitors and deliveries through the use of technical equipment such as x-ray machine and metal detectors;
- To ensure the safety and security of all staff, visitors, and others whilst on the premises of the Specialist Chambers and Prosecutor's Office;
- To ensure the safe custody of detained persons appearing before the Specialist Chambers through the active participation in, and oversight of, detainee escort tasks;
- To provide the first line response to security related incidents within the premises of the Specialist Chambers and Prosecutor's Office and to submit detailed incident reports where necessary;
- To operate the Security Control Room inclusive of technical systems such as CCTV, Intrusion detection, Fire Alarm and communications systems;
- To attend and successfully complete all applicable mandatory training requirements;
- 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 education requirements, a minimum of one (1) year of relevant professional experience.

Specification of Education and Experience

- Experience in handling of detained persons;
- Experience in provision of physical security, security screening and/or access control services;
- Ability to work productively in a fast-paced, team-oriented environment, and produce accurate work under pressure and in difficult circumstances;
- Successful completion of a recognised firearm certification program within a national (i.e. Police, Military or Governmental) or international entity and prior experience in performing of armed security related tasks;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Professional experience in a leadership/supervisory function within a Police, Military, Judicial or International security environment;
- Relevant experience preferably within an international, hybrid or national criminal court;
- Experience in use of technical security equipment (screening and/or control room infrastructure);
- First Aid and/or Fire and Safety certification;
- Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, etc.

<b>Position:</b> Courtroom Technology Supervisor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 108	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers / Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Courtroom Technology Supervisor reports to the Head of the Information Technology Services Unit.

### Main Tasks and Responsibilities:

- To coordinate the effective provision of audio visual direction services in the courtroom;
- To ensure that all court rules and processes are strictly adhered to including witness protection measures and control of access to audio visual materials;
- To manage Audio Visual Directors, Audio Visual Technicians and IT Technicians assigned to court room support duties;
- To act as the focal point for court room support;
- To collaborate with the Networking Engineers, IT Helpdesk and the Head of Unit to provide input on the selection and use of technical solutions for the courtroom;
- To manage staff shifts and attendance to ensure that each court session is effectively staffed;
- To organize the prompt delivery of audio visual production work by assigning the available technical resources;
- To operate and control all audio visual systems during court sessions in order to record the events occurring in the courtroom (Equipment will include multiple robotic cameras, automation and control systems, digital audio systems, presentation systems, witness protection measures, external feeds, videoconferencing and other technical and audio visual systems as required.);
- To use the systems available to present and record a balanced view of the proceedings;
- To contribute to the selection of formats and technical specifications suitable for presenting the audio visual record of courtroom proceedings to the archive, the general public and to TV, radio and other media outlets;
- To identify technical issues and contribute to fault resolution;
- To assist in the production of audio visual materials such as audio or video presentations as required;
- To assist in the specification and implementation of audio visual technical systems;
- To participate in change management processes as required;
- 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 three (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 four (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: Audio Visual Production, Broadcast Production or other related university studies;
- A minimum of four (4) years of experience in a lead role in a complex Audio Visual environment encompassing a broad range of AV technologies including multiple robotic cameras, document cameras, digital audio conference systems, voice and facial distortion measures, video conferencing, outside broadcast;
- Practical experience as an Audio Visual Director in a professional multi camera, multi input environment, preferably within a legal organization;
- Capacity to maintain focus and concentration during long court sessions;
- Technical training in Audio Visual Technology;
- Knowledge of audio visual technologies in a courtroom environment, cameras, recording equipment, directors systems, and presentation aids;
- Ability to schedule and manage staff in a high availability environment demanding the utmost in discretion and confidentiality;
- Effective time management skills including ability to prioritize and manage a high workload on occasions;
- Excellent interpersonal skills and the ability to establish trusted working relationships;
- Ability to function reliably in a live environment often in the public eye;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances.

#### Desirable

- International experience, particularly in an international organization or a hybrid court system.

<b>Position:</b> Developer Court Management System	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 110	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Developer Court Management System reports to the Head of the Information Technology Services Unit.

### Main Tasks and Responsibilities:

- To develop and maintain information system services for a Documentum based Judicial Information System which encompasses an Judicial workflow tool;
- To participate in projects involving feasibility studies, systems analysis, design, development and implementation of new components of the system;
- To collaborate with IT services, Information Management, Legal Officers, Court Management staff, and external partners to devise effective solutions;
- To analyse, plan, design and implement enhancements to the Judicial information System services in accordance with legal and operational requirements;
- To draft plans, specifications and reports related to the Judicial Information System;
- To direct and supervise the work of support developers and contractors assigned to the unit, in terms of Judicial Information Systems installation, support and maintenance and business continuity;
- To develop detailed system and other functional specifications and user documentation for major systems.
- To provide specialized advice to users, analysing users' requirements and translating these into new EMC Documentum task space (xCP) applications and workflows and to determine application systems integration and linkage issues;
- To develop and maintain computer programs that require integration of many interrelated systems and program elements and to ensure appropriate data security and access controls using Documentum web services API, Documentum UCF, Documentum Java WDK;
- To organize and perform unit and integrated testing, designing and utilizing test bases and to assist users in acceptance testing;
- To research, analyse and evaluate new technologies and make recommendations for their deployment;
- To participate in writing reports and papers on systems-related topics, system requirements, information strategy, etc.;
- To provide guidance to new junior staff, consultants, etc.;
- 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 three (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 seven (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: Computer Science or Information Systems or other related university studies;
- At least seven (7) years of progressively responsible experience in development of enterprise content management system;
- Effective project management and collaboration skills;
- Industry qualifications in enterprise content management systems are desirable (e.g. E20-495 xCelerated Composition Platform (xCP) Application Development Certification);
- Certification in PRINCE 2;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- International experience, particularly in an international organization or a hybrid court system;
- Comprehensive knowledge of and the use of entity relationship, use case and data flow diagrams;
- Experience with established content management products including Documentum and Task space (xCP) and the customization of these products within a judicial environment;
- Experience with design, development and maintenance of J2EE applications based on Documentum Java WDK.

<b>Position:</b> Junior Developer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. Number:</b> 111	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Junior Developer reports to the Software Manager.

### Main Tasks and Responsibilities:

- To support the Software Manager in providing development services for the overall enterprise architecture and for the judicial workflow tool;
- To support and augment the role of the Developer/Court Management System;
- To assist in projects involving feasibility studies, systems analysis, design, development and implementation of new components of the system;
- To collaborate with IT Services, Information Management, Legal Officers, Court Management staff and external partners to devise effective solutions;
- To analyse, plan, design and implement enhancements to the Judicial Information System services in accordance with legal and operational requirements;
- To draft plans, specifications and reports related to the Judicial Information System;
- To develop detailed system and other functional specifications and user documentation for major systems;
- To provide specialized advice to users, analysing users' requirements and translating these into new EMC Documentum task space (xCP) applications and workflows and to determine application systems integration and linkage issues;
- To develop and maintain computer programs that require integration of many interrelated systems and program elements, to ensure appropriate data security and access controls using Documentum web services API, Documentum UCF, Documentum Java WDK;
- To organize and perform unit and integrated testing, designing and utilizing test bases and to assist users in acceptance testing;
- To research, analyse and evaluate new technologies and make recommendations for their deployment;
- 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 three (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 four (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: Computer Science or Information Systems or other related university studies;

- At least four (4) years of progressively responsible experience in development of enterprise content management systems;
- Effective project management and collaboration skills;
- Industry qualifications in enterprise content management systems are desirable (e.g. E20-495 xCelerated Composition Platform (xCP) Application Development Certification);
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Certifications in ITIL and PRINCE 2;
- Comprehensive knowledge of and the use of entity relationship, use case and data flow diagrams;
- Experience with established content management products including Documentum and Task space (xCP) and the customization of these products within a judicial environment;
- Experience with design, development and maintenance of J2EE applications based on Documentum Java WDK;
- International experience, particularly in an international organization or a hybrid court system;
- Knowledge of the functioning of the EU and in particular CSDP missions.



<b>Position:</b> System Administrator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. Number:</b> 113	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The System Administrator reports to the Head of the Information Technology Services Unit.

### Main Tasks and Responsibilities:

- To assist in the design, implementation and maintenance of IT networking infrastructure by deploying and configuring a variety of technical systems;
- To manage and support a wide range of virtualised servers in a complex environment;
- To install, configure and maintain networking switches and routers;
- To install, configure and maintain network storage solutions;
- To monitor, manage and troubleshoot all network components including servers, switches, routers and all necessary components of the network to ensure uninterrupted service;
- 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 create and manage accounts and access control for network users;
- 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 education requirements, a minimum of ten (10) years of relevant professional experience.

Specification of Education and Experience

- At least five (5) years of experience in an IT environment with a focus on a broad range of IT technologies including virtualization, switching, storage, optimization, management systems, Information security systems;
- 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;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Certifications in Microsoft Desktop Operating Systems technologies; VMware, or Cisco networking;
- ITIL Certification;
- International experience, particularly in an international organization or a hybrid court system;
- Knowledge of the functioning of the EU and in particular CSDP missions.

<b>Position:</b> Software System Support	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-2
<b>Ref. Number:</b> 114	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Software System Support reports to the Software Manager.

### Main Tasks and Responsibilities:

- To assist in the design, implementation and maintenance of computer applications to fulfil the business needs of the organisation;
- To manage and support a wide range databases in a complex environment;
- To develop custom SharePoint and ASP.net solutions;
- To assist in project documentation;
- To deliver and maintain web applications;
- To be responsible for identifying and flagging problems arising from recurring, systematic or procedural defects in software subsequently initiating action to resolve them;
- To assist in all phases software specification, purchase, implementation and operation by providing experience and guidance from a development support perspective;
- To support customisation of business systems for ERP and administration;
- 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 education requirements, a minimum of eight (8) years of relevant professional experience.

Specification of Education and Experience

- At least five (5) years of experience in software development and support, with Technical training in software development;
- Extensive experience in SharePoint, SQL databases, C++ or C# and ASP.net;
- Effective time management skills including ability to prioritize and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Certifications in software development related skills such as Java, C++, C#, XML, HTML, CSS, SQL, object orientated programming, business process modeling;
- ITIL Certification; PRINCE 2 Certification;
- International experience, particularly in an international organization or a hybrid court system;
- Knowledge of the functioning of the EU and in particular CSDP missions.

<b>Position:</b> Audio Visual Technician	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-2
<b>Ref. Number:</b> 115	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Audio Visual Technician reports to the Courtroom Technology Supervisor.

### Main Tasks and Responsibilities:

- To assist in the deployment of Audio Visual infrastructure by deploying and configuring a variety of technical systems;
- To provide first and second level technical support for a wide range of audio visual systems including maintenance to ensure that downtime is minimised;
- 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 AV technologies implementation and subsequently initiating action to resolve them;
- To assist in all phases of AV hardware/software specification, purchase, implementation and operation by providing experience and guidance from a support perspective;
- To assist and support the AV directors in executing their duties;
- To provide status reports on equipment functionality and availability;
- 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 education requirements, a minimum of eight (8) years of relevant professional experience.

Specification of Education and Experience

- At least five (5) years of experience in a complex Audio Visual environment encompassing a broad range of AV technologies, including multiple robotic cameras, document cameras, digital audio conference systems, voice and facial distortion measures, video conferencing, outside broadcast;
- Technical training in Audio Visual technology;
- Knowledge of audio visual technologies in a courtroom environment, cameras, recording equipment, directors systems, and presentation aids;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Certifications in Audio Visual systems technologies;
- ITIL Certification;
- International experience, particularly in national, international or hybrid court systems;
- Knowledge of the functioning of the EU and in particular CSDP missions.

<b>Position:</b> IT Technician Assistant (Courtroom Support)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. Number:</b> 116	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The IT Technician Assistant (Courtroom Support) reports to the Courtroom Technology Supervisor. The IT Technician Assistant (Courtroom Support) will be deployed to support IT systems within the courtroom environment and throughout the organization.

### Main Tasks and Responsibilities:

- To assist in the deployment of IT infrastructure within the courtroom 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 courtroom participants;
- To ensure that all systems are functional before court proceedings start and to resolve technical issues promptly, effectively and discreetly;
- To provide assistance to all court participants in technical matters pertaining to courtroom operation;
- To work in a functioning courtroom when participants may be present;
- To support videoconferencing sessions within the courtroom;
- 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 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 within a courtroom environment by providing experience and guidance from a support perspective;
- To support and maintain courtroom specific IT equipment in collaboration with audio visual technicians and the audio visual director;
- In the initial phase of operation, the IT Technician (courtroom support) will perform routine IT helpdesk functions as required;
- To undertake any other related tasks as requested by Line Managers.

### Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

#### Specification of Education and Experience

- Minimum of five (5) years of experience in an IT environment with a focus on supporting a courtroom environment with emphasis on automation and control technologies and interfacing with audio visual systems;
- Technical training in information technology;
- Certifications in Microsoft Desktop Operating Systems technologies;
- Knowledge of networks protocols, Local Area Networks (LAN), and TCP/IP, including installation, administration and management;
- Excellent organizational, interpersonal and communication skills, both verbal and written;
- Ability to prioritize and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

#### Desirable

- Certifications in Crestron automation and control solutions;
- Experience in the integration of IT and audio visual systems in a high availability environment;
- ITIL Certification;
- International experience, particularly in National or Internationalized or Hybrid court systems;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Facility Management and General Services Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Secretary Level S-3
<b>Ref. Number:</b> 121	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Facilities Management and General Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Facility Management and General Services Assistant reports to the Facility Management and General Services Officer.

### Main Tasks and Responsibilities:

- To receive all incoming mail, newspapers, express mail and parcels delivered to the Kosovo Specialist Chambers;
- To ensure that Security Protocols are enforced on all matters relating to the receipt of external mail;
- To deliver mail and parcels to/from the Kosovo Specialist Chambers to designated recipients;
- To distribute and process mail on a daily basis for the organization;
- To collect and record all incoming registered mail from the post office/courier and to sign for incoming letters delivered by courier services;
- To take outgoing correspondence to the post office/courier;
- To distribute confidential documents on a daily basis;
- To ensure the timely distribution of case related documents;
- To ensure proper coding and addressing;
- To assist with the operation of the Facility Management Service Desk Tool for all inquiries made with the Unit (telephone, mail, personal or electronic) and act appropriately on information received;
- To deliver official documents to Ministries, Embassies and International Organisations in the Netherlands;
- To provide general administrative support to the Head of Facility Management and General Services Unit or Facility Management and General Services Officer;
- To undertake any other related tasks as requested by the Line Managers.

### Education and Experience:

Essential

- Level of secondary education attested by a certificate.

AND

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

Specification of Education and Experience

- Minimum driving license category B and proven safe driving record;
- Good communication skills in English, both written and oral;
- Tact, discretion and diplomacy;



- Sufficient physical fitness;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Previous experience working in an international organization or hybrid court;
- Knowledge of the functioning of the EU;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Travel Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. Number:</b> 122	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Travel Assistant reports to the Head of Facility Management and General Services Unit.

### Main Tasks and Responsibilities:

- To establish and execute all travel arrangements of the staff of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, as applicable;
- To provide information to staff members on applicable policies and procedures on duty travel, taking into account the most economical routes/modes of travelling and ensuring that that travel costs are kept to a minimum in accordance with the rules and regulations;
- To make reservations for hotels, car rentals, train and flight tickets, etc.;
- To calculate daily subsistence allowances;
- To prepare, process and keep files on travel documents;
- To liaise with contracted travel agency on complex itineraries and issuance of tickets;
- To record and monitor/track refunds from individual travellers for the issued tickets;
- 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 five (5) years of relevant professional experience.

Specification of Education and Experience

- Minimum of five (5) years of progressively responsible experience in a similar position;
- Advanced training in air fare construction, knowledge of clerical functions and thorough training in airline rules and regulations required (for example IATA TTP);
- Excellent computer skills in MS Office applications;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Good analytical and problem-solving skills;
- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Prior work experience in an international organization or a hybrid court;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Senior Legal Officer Basic Court (Pre-Trial and/or Trial)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-3
<b>Ref. Number:</b> 133-2	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position of Senior Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the Basic Court (Pre-Trial and/or Trial Panel). When deployed, the Senior Legal Officer reports to the Chef de Cabinet/Senior Legal Officer.

### Main Tasks and Responsibilities:

- To assist the Judge(s) in planning, organising and coordinating activities within the Basic Court Panels;
- To provide specialised legal, judicial and administrative support;
- To coordinate the work of the office of the Basic Court and provide guidance to the Associate Legal Officers and Legal Officer;
- To provide extensive legal research, particularly on criminal law, international law, international criminal law and international administrative law;
- To coordinate and prepare draft memoranda and draft decisions/judgments;
- To provide legal analysis of evidence and judgments and to assess briefs and authorities submitted by the parties;
- To maintain files on the Specialist Chambers practice and development;
- To monitor relevant developments in criminal and international law;
- To organise seminars and lectures for the benefit of the Specialist Chambers;
- To provide guidance to junior staff and interns;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

### Education and Experience:

#### Essential

- Successful completion of University studies with a duration of four (4) years, attested by a diploma at Master's level equivalent to level 7 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 twelve (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 or other related university studies;
- A minimum of twelve (12) years of progressively responsible professional experience of which ,  
at least five (5) years at the international level;

- Extensive knowledge and practical experience of international law;
- Intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives;
- Excellent interpersonal and communication skills (verbal, written and presentational) including ability to defend difficult positions;
- Excellent drafting and reporting skills in English;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

#### Desirable

- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian or Serbian);
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Driver/Handyperson	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Secretary Level S-3
<b>Ref. Number:</b> 135	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Driver/Handyperson reports to the Facility Management and General Services Officer.

### Main Tasks and Responsibilities:

- To deliver Facility Management (FM) services and driver duties with a friendly, client-service approach to all clients;
- To perform repairs, servicing, troubleshooting, installation and testing throughout the building and carry out elevator rescue when necessary;
- To oversee external contractors;
- To modify, update and check shared rooms, meeting rooms and waiting rooms ensuring they are fit for purpose;
- To oversee/lead movers in completion of office moves as well as installing and checking for accuracy of signage, execute autonomous small moves or movement of furniture;
- To use the FM Service Desk Tool updating tickets when the work is complete/queries are answered or forwarded for action;
- To provide assistance to the Electrical, HVAC and Security Maintenance teams;
- To ensure a safe and efficient vehicular transportation of the designated personnel of the Kosovo Specialist Chambers as required;
- To deliver official documents to Ministries, Embassies and International Organizations in the Netherlands;
- To undertake any other related tasks as requested by the Line Managers.

### Education and Experience:

Essential

- Level of secondary education attested by a certificate.

AND

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

Specification of Education and Experience

- A minimum of five (5) years of experience in Facilities Management or in the construction industry;
- Minimum driving license category B and proven safe driving record;
- Knowledge of the workings and installation of a broad range of office equipment including the construction of desks, chairs, cabinets, installation of workstations, elevator operation, etc.;
- Knowledge of what tools or equipment to use, safety of operation and appropriate storage and maintenance;
- Awareness of obligations and use of specialized equipment, e.g. lifting equipment and staging/ladders, and the need for hot work permits;
- Knowledge of FM Service Desk Software and MS Office through training and experience;
- Fluency in Dutch;

- Tact, discretion and diplomacy;
- Sufficient physical fitness;
- Availability to undertake driving duties outside of normal official hours including weekends, if required;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Previous work experience in an international organisation or a hybrid court system.

<b>Position:</b> Senior Communication and Information Systems (CIS) Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. Number:</b> 511	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Operations Unit/ Operations Support Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior Communications and Information Systems (CIS) Officer reports to the Deputy Specialist Prosecutor.

### Main Tasks and Responsibilities:

- To advise the Deputy Specialist Prosecutor on all Communications and Information Systems (CIS) related matters;
- To supervise, manage, coordinate and direct the work of the Specialist Prosecutor's Office (SPO) CIS Team;
- 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 act as the point of contact on CIS matters for the Registry and other interlocutors;
- To procure necessary CIS equipment and services for the SPO;
- To write reports, operating instructions, guidelines and procedures within the CIS field;
- To manage EUCI certified systems;
- 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 three (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 ten (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: Information Technology or other relevant subject;
- 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 in 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 in managing CIS operations in a highly secure setting;
- Experience in managing CIS systems in judicial settings;
- Experience in managing ZyLAB systems, Casemap, dtSearch, Hyper-V;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- 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.

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

### Reporting Line:

The Communications and Information Systems (CIS) Officer reports to the Senior Communication and Information Systems (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 three (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 seven (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;

- 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.

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

### Reporting Line:

The Witness Protection Officer reports to the Investigations 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 providers.
- 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;
- Under the supervision of the Investigative Coordinator, to assist and provide subject matter expertise on SPO mission specific risk assessments and risk management plans;
- Under supervision of the Witness Security Team Leader, to liaise with the Registry's Witness Protection and Support Office and national witness protection agencies in witness protection related matters;
- 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 Witness Protection and Support Office 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 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 three (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 seven (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 two (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 counselling;
- 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;
- 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.

<b>Position:</b> Regional Liaison Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. Number:</b> 518	<b>Location:</b> Belgrade, Serbia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Investigations Unit/ Belgrade Regional Liaison Office Support Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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 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 three (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 ten (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;

- 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;
- 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.

<b>Position:</b> Reviser (English)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 521	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Investigations Unit/ Language Support Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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 three (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 seven (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 seven (7) years of experience as an Interpreter/Translator or Reviser of which at least three (3) years in an international criminal or hybrid tribunal or international organisation;
- 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;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisation;
- Ability to perform under stress and in difficult circumstances.



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

### Reporting Line:

The Interpreter/Translator (English/Albanian) reports to the Investigations 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 three (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 seven (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 seven (7) years of experience as an Interpreter/Translator or Reviser of which at least three (3) years in an international criminal or hybrid tribunal or international organisation;
- 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;
- 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.

<b>Position:</b> Associate Interpreter/Translator (English/Serbian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. Number:</b> 525	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Investigations Unit/ Language Support Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To provide high quality translation from Serbian 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 Serbian into English and vice versa during all stages of the investigations and of the proceedings;
- To carry out research tasks involving Serbian language sources necessary to the investigation and proceedings conducted by the SPO;
- To carry out summarising, reviewing, evaluating and cataloguing Serbian language material relevant to the SPO's investigations and proceedings;
- To support staff members regarding cultural norms and expectations to facilitate interactions in Serbian-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 ten (10) years of relevant professional experience.

#### Specification of Education and Experience

- A minimum of ten (10) years of experience as an Interpreter/Translator or Reviser of which at least three (3) years in an international criminal or hybrid tribunal or international organisation;
- Knowledge of legal terminology including criminal and/or civil law;
- Professional proficiency in English and Serbian.

#### Desirable

- Accredited Translator/Interpreter;
- Ability to work effectively in a team environment;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Albania and Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisation;
- Ability to perform under stress and in difficult circumstances.

<b>Position:</b> Prosecutor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. Number:</b> 528	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Prosecutions Unit/ Trial Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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 Specialist Prosecutor's Office (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 Advisor, 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 Advisor and the Investigations 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 three (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 ten (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;
- A minimum of ten (10) years of experience as a full-time prosecutor, judge or litigation lawyer in complex cases of which at least seven (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

- 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.

<b>Position:</b> Associate Prosecutor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management level ML-2
<b>Ref. Number:</b> 529	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Prosecutions Unit/ Trial Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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 Specialist Prosecutor's Office (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 participate in field activities, and when required to attend crimes scenes and exhumation sites;
- To prepare and 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 Advisor, to assist the Senior Prosecutor and the Prosecutors in ensuring case management and legal filings and to assist in drafting of indictments and other written submissions and 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 three (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 seven (7) 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;
- A minimum of seven (7) years of experience as a full-time prosecutor, judge or litigation lawyer in complex cases of which at least five (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;
- 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.

<b>Position:</b> Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 532	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Prosecutions Unit/Analysis Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The 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 Specialist Prosecutor's Office (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;
  - other analytical products and support related to a criminal investigation and prosecution.
- To support 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 participate in and assist in indictment review;
- To undertake any other related tasks as requested by the Line Managers.

### Education and Experience:

Essential

- Successful completion of university studies of at least three (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 seven (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, Intelligence, Criminology, History, Social Sciences or other related university studies;
- A minimum of seven (7) years of progressively responsible professional experience in the Police/Military, in particular with regard to international criminal investigation;



- 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 organized crime in a national jurisdiction, hybrid national or international court or tribunal;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Ability to perform under stress and in difficult circumstances;
- Working knowledge of written and spoken Albanian and/or Serbian.

<b>Position:</b> Senior Investigator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management level ML-1
<b>Ref. Number:</b> 535	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Prosecutions Unit/ Investigations Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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 Specialist Prosecutor's Office's (SPO) Investigations Team by maintaining, developing and supervising the performance and professional standards of the 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 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;
- To attend crimes scenes and exhumation sites, when required;
- 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 SPO;
- To provide clear and concise reports and information/feedback to the management and to the Chain of Command;
- To use and update electronic database systems employed by the 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 three (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 ten (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;
- A minimum of ten (10) years of professional experience in investigating organised and/or 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;
- 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.

<b>Position:</b> Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. Number:</b> 539	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Legal and Case Management Unit/Legal Advisory Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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 Specialist Prosecutor's Office (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 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 with the Chambers and Registry Court Management officials, as required;
- 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 three (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 seven (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 a national jurisdiction, hybrid national and/or international court and international tribunal;
- 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.

<b>Position:</b> Special Advisor on Communications/ Spokesperson	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. Number:</b> 544	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Special Advisor on Communications/Spokesperson reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

### Main Tasks and Responsibilities:

- To consult with and advise the Specialist Prosecutor regarding issues relevant to the Specialist Prosecutor's Office's (SPO) communications strategy and public messaging;
- To act as political counsellor to the Specialist Prosecutor, in particular for Western Balkan affairs;
- To act as the Spokesperson of the Specialist Prosecutor;
- To be the main focal point for all public relations regarding the work of the SPO;
- To advise the Specialist Prosecutor and SPO management on all external communication matters;
- To draft and implement a communication strategy for the SPO;
- To carry out political and media monitoring, research, and the collection and collation of information from all sources externally and internally relevant to the SPO's communications strategy and public messaging;
- To accompany the Specialist Prosecutor as necessary on official visits;
- To draft press releases, articles and other relevant material;
- To organise media events for the Specialist Prosecutor and the SPO in general;
- To liaise with the Registry's communication services, as well as the relevant EEAS services, in particular the HR Spokesperson, CPCC and the geographical desk, the EU Office in Kosovo Press office, as well as the EULEX's Press and Public Information Office;
- To monitor and analyse media reporting on all matters pertaining to the SPO and advise on communication strategies, messages and responses for SPO;
- To monitor global diplomatic and political events that may impact on the political situation in the Balkans and in Kosovo, and on the SPO's work in particular, notably through monitoring the media and political landscape in Kosovo, Serbia and Albania;
- To assist in maintaining close relationship with relevant diplomatic representatives and international media and other external audience as relevant with regard to matters pertaining to the SPO;
- To undertake any other related tasks as requested by the Line Managers.

### Education and Experience:

Essential

- Successful completion of a full course of university studies of at least three (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 ten (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: International Relations, Media, Diplomacy, Political Science, Law or other related University studies;
- A minimum of ten (10) years of experience in public relations, public information, diplomatic, political affairs and/or media work, or other relevant experience;
- International experience including in crisis areas, with multi-national and international organisations, ideally in a Spokesperson or Political Advisor position;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Excellent drafting skills.

#### Desirable

- Knowledge and experience of relevant processes and procedures of the European Union institutions;
- Knowledge of social media and website content management;
- Experience in working with the judiciary, prosecution authorities, and the police;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Serbian or Albanian.