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| **Annex 1** | | | | | | |
| **Kosovo Specialist Chambers and Specialist Prosecutor's Office**  **Amendment of the 1-2017 Extraordinary Call for Contributions** | | | | | | |
| **Organisation:** | | | **Kosovo Specialist Chambers and Specialist Prosecutor's Office** | | | |
| **Job Location:** | | | **The Hague, the Netherlands** | | | |
| **Employment Regime:** | | | **As indicated below** | | | |
| **Job Titles/Vacancy Notice:** | | | **Ref.:** | **Name of the Position** | **Availability** | |
| **Seconded/Contracted** | | | |
| 007 | Head of Court Management Unit | 1 Feb 2018 | |
| 009 | Special Assistant to the Registrar/Deputy Registrar | ASAP | |
| 024 | System Network Engineer | ASAP | |
| 027  (2 positions) | IT Helpdesk Assistant | ASAP | |
| 029 | Staff Administrative Assistant | ASAP | |
| 038 | Outreach Coordinator | ASAP | |
| 040 | Ombudsperson | ASAP | |
| 050 | Court Usher | ASAP | |
| 062 | Language/Administrative Assistant (Albanian/Serbian) | ASAP | |
| 065-2 | Court Interpreter (English into Albanian) | ASAP | |
| 065-3 | Court Interpreter (English into Serbian) | ASAP | |
| 067-2 | Reviser (Serbian) | ASAP | |
| 071 | Language and Media Assistant | ASAP | |
| 075  (2 positions) | Language/Administrative Assistant | ASAP | |
| 078  (2 positions) | Associate Protection Officer | ASAP | |
| 090 | Finance/Administrative Assistant | ASAP | |
| 103 | Senior Security Supervisor | ASAP | |
| 105 | Senior Security Officer | ASAP | |
| 106  (26 positions) | Security Officer | 15 Jan 2018 | |
| 108 (pending) | Courtroom Technology Supervisor | ASAP | |
| 110 | Developer Court Management System | ASAP | |
| 116 | IT Technician Assistant (Courtroom Support) | ASAP | |
| 134 | Safety and Training Coordinator | ASAP | |
| 135 | Driver/Handyperson | ASAP | |
| 136 | Security Coordination Officer | ASAP | |
| 137 | Accreditation and Logistics Assistant | ASAP | |
|  | | 138 | Deputy Head of Information Technology Services Unit | ASAP | |
| 139 | Deputy Head of Facility Management and General Services Unit | ASAP | |
| 507 | Operational Security Officer | ASAP | |
| 511 | Senior Communication and Information Systems (CIS) Officer | ASAP | |
| 512 | Communication and Information Systems Officer | ASAP | |
| 521 | Reviser (English) | ASAP | |
| 522 | Interpreter/Translator (English/Albanian) | ASAP | |
| 528 | Prosecutor | ASAP | |
| 532 | Analyst | ASAP | |
| 536 | Investigator | ASAP | |
| 541 | Associate Case and Evidence Manager | ASAP | |
| **Deadline for Applications:** | | 15 September 2017 at 17:00 hours (Brussels time) | | | |
| **E-mail Address to send the Job Application Form to:** | | **For seconded candidates:**  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**. 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**. 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:  Civilian Planning and Conduct Capability (CPCC)  [**schr@eeas.europa.eu**](mailto:schr@eeas.europa.eu)  **For contracted candidates:**  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). **Only one application form with no more than 3 priorities per candidate will be accepted**. Contracted candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other address:  Kosovo Specialist Chambers and Specialist Prosecutor’s Office  [**applications@scp-ks.org**](mailto:applications@scp-ks.org) | | | |
| **Information:** | | For questions from national authorities please contact  the Civilian Planning and Conduct Capability (CPCC)  **Mr Ivo Gombala**  **ivo.gombala@eeas.europa.eu**  For questions from individual applicants, please contact  Kosovo Specialist Chambers and Specialist Prosecutor’s Office  [**recruitment@scp-ks.org**](mailto:recruitment@scp-ks.org) | | | |

**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**[[1]](#footnote-1)**.

**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[[2]](#footnote-2)** – 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.

**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 be, in principle, 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)**³**.

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

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. As part of the screening process which forms an integral part of the selection process, you may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutor’s Office may contact you for clarifications and follow-ups.

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. Data Protection**

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website. For specific information on personal data protection relating to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, please refer to their website.

**F. 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).

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| **Position:**  Head of Court Management Unit | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Expert Level E-3 |
| **Ref. number:**  007 | **Location:**  The Hague, the Netherlands | **Availability:**  1 Feb 2018 |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Judicial Services Division/  Court Management Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Head of Court Management Unit reports to the Registrar/Deputy Registrar.

**Main Tasks and Responsibilities:**

* To assist the Registrar in operationalizing the Specialist Chambers' mandate and tasks as set out in the planning documents and the legal framework of the Specialist Chambers;
* To manage and coordinate the work of the Court Management Unit, comprising a courtroom team and a court records and document management team;
* To coordinate the work of the Court Management Unit and other units of the Registry in relation to the conduct of judicial proceedings;
* To supervise and coordinate the preparatory and organizational support tasks for the efficient conduct of court proceedings, including an electronic system for the management of court filings;
* To manage the receipt, processing, maintenance and dissemination of court filings and evidentiary material tendered in the proceedings, including the publication of public filings;
* To act as custodian of all evidence tendered during the proceedings and to create and maintain a full and accurate record of the proceedings;
* To provide legal and policy advice on court management matters to the Registrar and Deputy Registrar, the President and Judges, the parties to cases and government/international organization representatives;
* To provide procedural advice on matters of protocol and diplomatically sensitive issues relating to the service of arrest warrants, transfer of accused persons to or from the Specialist Chambers' custody, cooperation on related legal proceedings in national jurisdictions, including the referral of cases from the Specialist Chambers' to national authorities for prosecution in national courts;
* To ensure the development of guidelines, policies and internal protocols to guide the Court Management Unit's internal work;
* To liaise with international, regional and national entities in the implementation of court orders and decisions;
* To develop policies regarding witness confidentiality, protective measures and certification of witness statements in cooperation with the Witness Protection and Support Office;
* To prepare the budget of the Unit;
* To supervise and coordinate, in cooperation with the Information Technologies Services Unit, the development and implementation of courtroom technology solutions to assist the conduct of Court hearings, including the conduct of video-links, etc.;
* To supervise the planning and publication of the courtroom calendar;
* 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 four (4) years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.

AND

* After having fulfilled the education requirements, a minimum of twelve (12) years of relevant professional experience.

Specification of Education and Experience

* The above mentioned university degree must be in a field of Criminal Law, Court Administration or Public International Law; or other related university studies;
* At least ten (10) years of progressively responsible experience in an international criminal justice setting, out of which at least two (2) years of managerial experience;
* Proven good understanding of principles related to criminal evidence and court administration;
* Proven ability to manage complex projects related to judicial activities;
* Excellent drafting and reporting skills in English;
* Ability to perform under stress and in difficult circumstances;
* Good understanding or experience of Rule of Law and/or Civilian Crisis Management interventions.

Desirable

* 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 organizations.

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| **Position:**  Special Assistant to the Registrar/ Deputy Registrar | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  009 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Chambers Legal Support Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Special Assistant to the Registrar/Deputy Registrar reports to the Registrar.

**Main Tasks and Responsibilities:**

* To accompany the Registrar and Deputy Registrar as required to meetings and events and make necessary preparations and take minutes at meetings; prepare draft reports and documents and monitor follow-up activities as requested;
* As requested by the Registrar, to coordinate with CPCC and other institutions, to review and provide input to reports, strategic planning and policy documents of the Registry;
* To coordinate the work of the Immediate Office of the Registrar;
* To assist and support the Immediate Office of the Registrar with all matters related to making protocol arrangement in the Host State and in Kosovo;
* To provide support and advice on legal, policy or strategic matters and on diverse and complex questions in relation to the Registrar’s and Deputy Registrar’s mandate;
* To assist the Legal Counsel in conducting research and preparing policy and legal documents, including directives and SOPs;
* 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, Political Science, International Relations or other related university study;
* Excellent interpersonal and communication skills in English, both written and oral;
* Excellent organisational skills and ability to work with a minimum supervision;
* Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
* Ability to maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

* Prior working experience in a national and/or international criminal or hybrid court;
* Prior experience in criminal proceedings, whether at the international or domestic level;
* Experience as Legal Advisor/Legal Officer in an international 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.

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| **Position:**  System Network Engineer | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-3 |
| **Ref. number:**  024 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers / Division of Administration/ Information Technology Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

* To assist, plan, program and implement Information Technology (IT) projects and applicable IT policies, technical reports, operating instructions, guidelines and procedures;
* To manage IT equipment, servers, network and software applications with respect to installation, systems support, security and maintenance;
* To ensure the operation of the Specialist Chambers local/wide area network through an adequate preventive maintenance program and to coordinate standardization of computer hardware and software within the organization;
* To support the development of systems specifications, functional specifications and user documentation for major systems;
* To implement appropriate security mechanisms in order to protect the Specialist Chambers network from all kinds of electronic threats that would compromise the Specialist Chambers network and infrastructure;
* To organize the prompt delivery of technical services by assigning the available technical resources, including providing office automation as help desk support, standardization, preparation and maintenance of applications;
* To seek out user information and their training needs and assist in training for users and IT staff with regards to the Specialist Chambers standard hard and software, while at the same time keeping up to date with the new technologies and standards;
* To support technical systems enabling operations across the entire organization, including court specific systems, administrative systems and specialized data storage systems;
* To identify needs for goods and/or services specifically required for IT, to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
* To 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) yearsof 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, IT Engineering or other related university studies;
* At least four (4) years of responsible experience in IT management and design, development and implementation of IT systems;
* Good knowledge in supplies ordering/acquisition and procurement procedures;
* Knowledge of Microsoft Server and Operating Systems technologies, Cisco network devices and IOS, and fully virtualized environments;
* Substantial knowledge of Microsoft Exchange Server;
* Substantial knowledge of IT equipment specifications and performances, such as servers, network devices and IT standards;
* Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
* Good communication skills in English, both written and oral;
* 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 with respect for diversity.

Desirable

* Relevant experience preferably within an international, hybrid or national criminal court or high profile international organization;
* Certifications in Microsoft Server and Operating Systems technologies, Cisco network devices and virtualization technologies.

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

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

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

**Education and Experience:**

Essential

* Level of secondary education attested by a diploma.

AND

* After having fulfilled the education requirements, a minimum of five (5) 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 helpdesk support networking, desktop systems, security and active directory;
* Technical training in information technology;
* Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
* Very good communication skills in English, both written and oral;
* Effective time management skills including ability to prioritise and manage a high workload on occasions.

Desirable

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

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

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

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

**Education and Experience:**

Essential

* Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

* Minimum of five (5) years of responsible professional full-time experience in the area of Human Resources, preferably in the context of an international organization and/or CSDP mission;
* Excellent organisational and interpersonal skills;
* Very good communication skills in English, both written and oral;
* Good computer skills in MS Office applications (Excel, Word, Power Point, Access);
* Ability to work under stressful conditions and to 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-ethnic environment.

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

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| **Position:**  Outreach Coordinator | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-1 |
| **Ref. number:**  038 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/  Public Information and Communication Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Outreach Coordinator reports to the Head of Public Information and Communication Unit (PICU).

**Main Tasks and Responsibilities:**

* To deputize for and carry out the duties and responsibilities of the Head of Public Information and Communication Unit in his/her absence;
* To develop and implement effective Court Outreach Programme in cooperation with the Head of Unit, disseminating information and developing dialogue about its work identifying and involving the widest relevant target groups, as well as the key partners and support organisations;
* To contribute to and implement the Specialist Chambers' Communication Strategy through various communication activities and to make sure the outreach program is fully integrated in it;
* To organize outreach events and activities including debates, lectures, seminars and meetings with various parties;
* To organise campaigns, events and visits ranging from general groups to high profile visitors;
* To coordinate with external stakeholders at the appropriate level;
* To develop the donors' programme and engage with supporting organizations;
* To develop presentations and lectures on the work of the Specialist Chambers and to provide input with the speeches and outreach activities of the principals of the Specialist Chambers;
* To provide the content for the organisation's newsletters, publications, public information material, relevant press releases and web and social media output;
* To ensure reporting, monitoring and evaluation of outreach performance and to prepare draft reports and documents for the unit;
* 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: Political Sciences, International Relations, Communications, Media, Journalism, Law or other related university studies;
* Minimum of five (5) years of experience, in particular as Public Information, Communication or Outreach Officer, including working experience in an international environment;
* Excellent communication skills, both written and oral, including ability to present and defend difficult positions and complex subjects to a wide range of audiences;
* Excellent public speaking and writing skills including preparation of reports that are clear, concise and intelligible to an audience of generalists;
* Tact, discretion and ability to present sensitive issues;
* 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 other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian and/or Serbian);
* Prior work experience in an international criminal or a hybrid court;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
* Experience of working with affected communities.

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| **Position:**  Ombudsperson | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Expert Level E-3 |
| **Ref. number:**  040 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/  Ombudsperson’s Office/Registry | **Security Clearance Level:**  EU SECRET | **Open to Contributing Third States:**  No |

**Reporting Line:**

The Ombudsperson reports to the Registrar, who is responsible for the overall administration of the Specialist Chambers, and exercises independently the official functions attributed to his or her office.

**Main Tasks and Responsibilities:**

* Under the legal framework establishing the Specialist Chambers and its procedures, to head the Ombudsperson’s Office established within the Registry and perform the function of Ombudsperson of the Specialist Chambers with exclusive responsibility for the Specialist Chambers and the Specialist Prosecutor's Office;
* To ensure implementation of the necessary procedures regarding handling any complaint in accordance with the Law in an effective and efficient manner, having due regard to the sensitive nature of the Specialist Chambers’ proceedings;
* To conduct inquiries, as appropriate, into complaints asserting a violation of rights by the Specialist Chambers or the Specialist Prosecutor’s Office in accordance with the Specialist Chambers’ Rules of Procedure and Evidence;
* To make recommendations to the President of the Specialist Chambers and the Specialist Prosecutor under Article 135(3) of the Constitution of the Republic of Kosovo and referrals to the Specialist Chamber of the Constitutional Court in accordance with Articles 113(2) and 135(4) of the Constitution of the Republic of Kosovo and Article 49 of the Law on the Specialist Chambers and Specialist Prosecutor’s Office;
* To take any other action, as appropriate, provided for in the Law on Specialist Chambers and Specialist Prosecutor’s Office and in the Rules of Procedure and Evidence.

**Additional Information:**

* The Ombudsperson will direct the work of his or her Office remotely and may, in coordination with the Registrar, be present at the seat of the Specialist Chambers.

**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 second 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 full-time professional experience with at least three (3) years of experience at management level.

Specification of Education and Experience

* The above-mentioned university degree must be in Law, Political Science, Public Administration, Human Rights or other related university studies;
* The professional experience should be in the field of human rights’ protection, monitoring or advising and/or international/constitutional law, and may include researching and teaching;
* A minimum of three (3) years of experience at the international level;
* Managerial experience, especially in a judicial or law-enforcement environment;
* Excellent drafting and reporting skills in English;
* Experience in applying human rights standards to complex and delicate situations in a criminal context;
* Intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives;
* Ability to interact responsibly within the organization and with other institutions in highly sensitive matters;
* Ability to develop creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds in a management role.

Desirable

* Previous experience as Ombudsperson at the domestic or international level;
* Previous experience in a multi-national or international organization dealing with criminal justice and/or human rights’ issues;
* 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.

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

**Reporting Line:**

The Court Usherreports to the Head of the 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 the 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 the 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 the 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 the Court Management Unit, to support 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.

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

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

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

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| **Position:**  Reviser (Serbian) | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-1 |
| **Ref. number:**  067-2 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit**  Kosovo Specialist Chambers / Judicial Services Division/  Language Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

* To revise and/or translate a variety of texts, mostly legal, from Serbian 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 a Serbian/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 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 Specialist Prosecutor's Office (Albanian);
* 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.

**Additional Information:**

* Applicants may be required to sit a competitive revision and translation test.

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

**Reporting Line:**

The Language and Media Assistant reports to the Head of Language Services 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, Language Services Unit (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;
* Awareness of language nuances and differences pertaining to various target groups in the region;
* Experience in working in communication/public affairs 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.

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| **Position:**  Language/Administrative Assistant | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-3 |
| **Ref. number:**  075 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Judicial Services Division/  Detention Management Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

* To provide consecutive interpretation services to the Detention Management Unit;
* To assist monitoring compliance with the Rules of Detention and to report any irregularities to the Head of Detention Management Unit;
* To translate all documents for Detention Management Unit officials or other members of the Specialist Chambers and Registry;
* To summarize all incoming and outgoing mail and inform the Head of Detention Management of any possible deviations from the regulations. To monitor visits, as and when requested by the Head of Detention Management Unit, and alert the Head of Detention Management Unit of any irregularity;
* To select relevant gathered information from interactions 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 assist in preparing confidential and public correspondence and reports for Detention Management;
* To distribute reviews and to evaluate statistical performance data including material for annual reports, budgetary questions, performance evaluations, etc.;
* To contribute to the review, interpretation and evaluation of administrative procedures, protocols and rules;
* To advise on and prepare new guidelines, to design new and amend present administrative systems;
* To maintain active and archival records filing systems in accordance with the requirements of the Specialist Chambers and Registry;
* 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 five (5) years of relevant professional experience.

Specification of Education and Experience

* Previous experience working in an international organization or hybrid court;
* Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access); proficiency in text editing and lay-outing;
* Fluency in oral and written English and Albanian;
* Excellent interpersonal and communication skills in English, both written and oral;
* Tact, accuracy and discretion in handling of sensitive and confidential information;
* Ability to work independently with minimum supervision;
* 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 and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

* Knowledge of detention policies, procedures and practices;
* 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.

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| **Position:**  Associate Protection Officer | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-3 |
| **Ref. number:**  078 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit**  Kosovo Specialist Chambers/ Judicial Services Division/Witness Protection and Support Office | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  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 a in high risk witness protection unit, determining levels of threat and implementing witness protection schemes which include identity change and international relocation;
* Good judgement 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;
* Ability to perform under stress and in difficult circumstances;
* Minimum category B driving license required;
* Authorized to carry and be issued a personal weapon if seconded, or be prepared to be trained in their use, if contracted.

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;
* Knowledge of Albanian, Bosnian, Croat and Serbian;
* Previous operational experience in Kosovo;
* Good understanding of the political, cultural and security situation of the Balkans.

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| **Position:**  Finance/Administrative Assistant | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-3 |
| **Ref. number:**  090 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/  Judicial Services Division/Witness Protection and Support Office | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Finance/Administrative Assistant reports to the Legal/Administration Officer.

**Main Tasks and Responsibilities:**

* To provide financial assistance and administrative and organizational support to the Legal/Administration Officer;
* To comply with office’s financial circuit requirements and managing of imprest account;
* To be responsible, as a cashier, for the daily book keeping and to execute payments in cash and via bank transfer;
* To support and assist in the preparation of monthly end balance and account and budget reconciliations, as requested;
* To liaise and cooperate on financial issues with the other relevant actors, and to act as a focal point in contacts with the Finance Unit;
* To assist in preparing confidential and public correspondence and reports for the Legal/Administration Officer;
* To file, prepare and maintain administrative and finance related documents according to the audit needs;
* To distribute reviews and evaluate statistical data, including material for annual reports, budgetary questions, performance evaluations, etc.;
* To contribute to the review and evaluation of administrative procedures, protocols and rules;
* To assist in documenting procurement activities, project planning and document management;
* To support the attendance monitoring;
* To minute meetings and prepare summaries of transactions;
* To provide financial and administrative support to the staff;
* 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 relevant work experience in administrative and/or financial matters, accounting and book-keeping;
* Competency in using PC based accounting systems (i.e. QuickBooks Pro, SAGE, SUN etc.) and MS Office applications (Excel, Word, Power Point, Access);
* Excellent interpersonal and communication skills in English, both written and oral;
* Tact, accuracy and discretion in handling of sensitive and confidential information;
* Ability to work independently with minimum supervision;
* 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 and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

* Knowledge of the functioning of the EU financial rules and regulations, including budget procedures;
* Previous similar work experience in an international organisation or a hybrid court system;
* Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
* Knowledge the other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian and/or Serbian) is an asset.

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| **Position:**  Senior Security Supervisor | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  103 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Division of Administration/  Security and Safety Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Senior Security Supervisor reports to the Deputy Head of Security and Safety Unit.

**Main Tasks and Responsibilities:**

* To ensure the security and well-being of detained persons appearing before the Specialist Chambers through the management of all custodial operations and processes;
* To coordinate the provision of operational security services, supporting both judicial activities and premises security, with the relevant internal and external interlocutors;
* To define, implement and monitor the operational security processes in respect of the premises protection and judicial activities;
* To provide effective and efficient work planning of all subordinate staff, inclusive of the production of work planning rosters of a 24/7 shift based work group and applicable administrative processes such as time keeping and attendance reporting, in line with the organizational requirements;
* To ensure that available training, equipment and procedures are aligned with the operational needs, fit for task and efficiently delivered;
* To ensure accountability in and quality control of, operational services through the effective leadership of subordinate staff;
* 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: Security Management, Law, International Relations, Emergency Management, Police, Military Sciences or other related university studies;
* At least five (5) years of professional experience at a supervisory level in the civilian security field or in the Police and/or Military, Judicial or International Security environment, in particular with regard to the security/protection of personnel, facilities and assets;
* Supervisory experience in the control of physical security, detained persons, security screening and/or access control services;
* Successful completion of a recognized 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;
* Excellent communication skills in English, both written and oral;
* 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 with respect for diversity;
* Minimum category B driving license.

Desirable

* Relevant experience preferably within an international, hybrid or national criminal court;
* Experience in implementation and usage of technical security equipment (screening and/or control room infrastructure);
* Prior administrative responsibilities in relation to financial, equipment or personnel control inclusive of performance management;
* Prior experience in delivery and control of security, criminal or internal investigations;
* Prior experience in custodial and transit operations for detained persons;
* Prior experience in defining of security procedures and operations in a start-up environment with emphasis on the establishment of security services in a new facility;
* Recognized certification in security disciplines such as Close Protection, Security Management, Physical Security, Information Security, Investigations, Analysis, Fire and Safety and/or Security Training.

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

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| **Position:**  Security Officer | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Secretary Level S-2 |
| **Ref. number:**  106 | **Location:**  The Hague, the Netherlands | **Availability:**  15 January 2018 |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Division of Administration/  Security and Safety Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Security Officer reports to the Security Supervisor.

**Main Tasks and Responsibilities:**

* To ensure the delivery of operational court and building security services to meet organizational security requirements at the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office within a 24-hour shift system;
* To control access and egress to the premises of the Kosovo 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 Kosovo Specialist Chambers and Specialist Prosecutor's Office;
* To ensure the safe custody of detained persons appearing before the Specialist Chambers;
* To provide the first line response to security related incidents within the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, and to submit detailed incident reports where necessary;
* To operate the Security Control Room, when required, 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 certificate.

AND

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

Specification of Education and Experience

* Professional experience in Police, Military, Judicial or International Security environment;
* Experience in handling of detained persons;
* Experience in provision of physical security and/or access control services;
* 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;
* Good communication skills in English, both written and oral;
* 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 with respect for diversity.

Desirable

* Relevant experience preferably within an international, hybrid or national criminal court;
* Experience in the 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.

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

**Reporting Line:**

The 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.

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

**Reporting Line:**

The 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 a 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.

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

**Reporting Line:**

The IT 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 the IT infrastructure within the courtroom by deploying and configuring a variety of technical systems;
* To provide the 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 the systems are functional before the court proceedings start and to resolve the technical issues promptly, effectively and discreetly;
* To provide the assistance to all the 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 that all the 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 the phases of the 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 the operation, the IT Technician Assistant (Courtroom Support) will perform routine IT Helpdesk functions, as required;
* 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 experience in an IT environment with a focus 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 working within a courtroom environment;
* Experience in integration of IT and audio visual systems in a high availability environment;
* ITIL Certification;
* International experience, particularly in 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.

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| **Position:**  Safety and Training Coordinator | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-2 |
| **Ref. number:**  134 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Division of Administration/  Security and Safety Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Safety and Training Coordinator reports to the Head of Security and Safety Unit.

**Main Tasks and Responsibilities:**

* To act as safety advisor and training focal point for internal and external interlocutors;
* To conduct safety audits, risks assessments, specific analysis, evaluation reports and workplace inspections to maintain safe housekeeping;
* To coordinate internal and external training, maintain and administer annual training plans, coordinate and review training records in order to identify and record all training attendance and results applicable for the purpose of audit, review and performance monitoring;
* To assess, identify, design, develop, implement and evaluate all training courses, their content and efficiency;
* To coordinate with applicable third parties such as external suppliers and technical support services providing training services and maintenance/programming of technical security and safety training and operational systems to ensure availability of services;
* To continually monitor the viability of technical security and safety systems, identify potential risks and recommended mitigation measures;
* To provide technical competence parameters in relation to Control Room Operations as part of continual reinforcement training for applicable staff;
* To draft, implement and monitor organisational safety and evacuation plans, such as safety and house rules to reduce event likelihood;
* 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

* Experience in implementation and monitoring of training and safety programs with emphasis on workplace safety and/or control of technical security and safety systems;
* Good understanding of the objectives and operation of technical security and safety systems;
* Demonstrable experience in the implementation and delivery of security and safety training and programs;
* Demonstrable experience in managing of organisational safety and/or security programs;
* Good interpersonal and communication skills in English, both written and oral;
* 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 with respect for diversity.

Desirable

* Recognised instructional certifications in security and/or safety disciplines;
* Knowledge of Host State fire and safety regulations with prior experience of organisational safety program alignment;
* Additional qualification in areas such as investigation, security training, radiation control or other relevant topics;
* Prior relevant experience within a security critical environment such as high profile/sensitive facilities or an international, hybrid or national criminal court;
* Working knowledge of the Dutch language;
* Prior supervisory and/or instructional experience in a multi-national environment;
* First Aid and/or Fire and Safety certification.

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

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| **Position:**  Security Coordination Officer | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-1 |
| **Ref. number:**  136 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Division of Administration/  Security and Safety Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Security Coordination Officer reports to the Head of Security and Safety Unit.

**Main Tasks and Responsibilities:**

* To coordinate external operational security tasks with applicable internal and external interlocutors;
* To conduct advanced operational planning and coordination in respect of security tasks relating to senior official travel and specialist mission support;
* To identify, source and control operational support equipment and services to support work tasks;
* To define and implement travel security tracking, awareness and compliance programs for staff and others, inclusive of specific training products;
* To act as the primary focal point with the external mission support entities for all planning and coordination activities in relation to protective operations;
* To conduct threat assessment and threat monitoring in relation to designated staff and operations, defining mitigation measures, as applicable, and to compile security operational plans;
* To compile security incident reports in relation to qualifying incidents within the remit of responsibility;
* To establish procedural controls in relation to staff travel certification and act as the primary focal point for the other business groups for all travel management issues;
* To undertake at short notice travel in support of operational activities;
* 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

* Prior supervisory level responsibilities within Police, Military, Judicial or international security environment;
* Experience in provision of physical security, security screening and/or access control services;
* Experience in coordination and delivery of close protection and other specialist mission or staff support tasks in a field environment;
* Experience in provision of security and travel coordination services in security sensitive/ hostile/field environments;
* Demonstrable experience in compilation of security risk assessments, security plans and situational monitoring;
* Excellent communication skills in English, both written and oral;
* 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 with respect for diversity;
* Successful completion of a recognized 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;
* Minimum category B driving license.

Desirable

* Relevant experience preferably within an international, hybrid or national criminal court;
* Prior operational experience in in a field security role the Balkan region and/or regional language ability (Serbian / Albanian);
* Experience in custodial handling and/or transfer of detained persons;
* Familiarity with the national security apparatus of the Netherlands and/or basic language ability (Dutch);
* Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, Incident Control, Control and Restraint / Self Defence, Supervisory Skills, etc.;
* Training/Certification in field security related tasks, such as EU Mission Security Officer (MSO) or UN Security Certification Program (SCP), or similar;
* Familiarity with applicable EU security policies in relation to confidential information and field activities.

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| **Position:**  Accreditation and Logistics Assistant | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Assistant Level AL-3 |
| **Ref. number:**  137 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Division of Administration/  Security and Safety Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Accreditation and Logistics Assistant reports to the Deputy Head of Security and Safety Unit.

**Main Tasks and Responsibilities:**

* To deliver organizational accreditation services relating to the premises of the Kosovo Specialist Chambers and Prosecutor's Office via the operation of the Security and Safety Unit (SSU) Pass and Identification Office (PAIO) as the primary customer interface;
* To implement the access programming and monitor the compliance with the internal regulations relating to the integrity of the premises and internal zoning parameters, inclusive of badge design and production;
* To maintain auditable accurate records in relation to the issue of organizational accreditation and other applicable data sets, including but not limited to personal vehicle, bicycle and access permission modifications;
* To compile comprehensive reports in relation to loss incidents and other events falling under the remit of SSU, inclusive of security system interrogations, when required;
* To maintain and account for the equipment stores of SSU, inclusive of tasks relating to the issue, receipt, replacement and on-going maintenance of SSU assets and other logistical services, as required;
* To act as the SSU focal point in relation to the procurement of goods and services, inclusive of research, drafting technical specifications and procurement documentation, as required;
* To act as the SSU focal point for fault reporting and maintenance requests of the technical equipment deployed by SSU to ensure continual 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 five (5) years of relevant professional experience.

Specification of Education and Experience

* Prior experience in provision or control of electronic access accreditation services in a security controlled setting such as a Police, Military, Judicial or international security environment;
* Prior experience in relation to procurement of supplies and administrative duties in the area of stock control and replenishment;
* Excellent computer skills in MS Office applications (Word, Excel, SharePoint, Access);
* Good communication skills in English, both written and oral;
* 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 with respect for diversity;
* Capability to undertake manual labor tasks in relation to the management of stores, including but not limited to lifting and movement of supplies;
* Minimum category B driving license.

Desirable

* Relevant experience preferably within an international, hybrid or national criminal court or high profile international organization;
* Experience in the use of technical security equipment (screening and/or control room infrastructure);
* Additional certifications in related disciplines such as Physical Security, Database Creation and Management or other relevant skills in line with the tasks and responsibilities.

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| **Position:**  Deputy Head of Information Technology Services Unit | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-1 |
| **Ref. number:**  138 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Deputy Head of Information Technology Services Unit reports to the Head of Information Technology Services Unit.

**Main Tasks and Responsibilities:**

* To deputize for and carry out the duties and responsibilities of the Head of Information Technology Services Unit in his/her absence, including but not limited to planning, organizing and managing the work of the unit in all of its aspects;
* To liaise with the business stakeholders, to manage the development of all IT and AV equipment and software for the Specialist Chambers;
* To manage information systems, data networking and communications and audio visual systems of the Specialist Chambers;
* To manage the implementation of systems;
* In coordination with the Senior Information and Records Management Advisor and the IT/Information Security Officer, to draft required policies for the functioning of IT hardware and software throughout the institution and to prepare procedures to implement strategy;
* Under the guidance of the Head of Unit, to ensure timely procurement of hardware and software for the needs of the Specialist Chambers and, when appropriate, of the Specialist Prosecutor’s Office;
* To prepare technical specifications for procurement purposes;
* Under the guidance of the Head of Unit, to carry out programmatic/administrative tasks necessary for the functioning of the unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, and preparation of inputs for the budget;
* 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 with at least three (3) years of experience at management level.

Specification of Education and Experience

* The above mentioned university degree must be in at least one of the following fields of expertise: Computer Science, Information Systems, Mathematics, Statistics or other related university studies;
* Experience in defining, delivering, and supporting strategic plans for implementing information technologies;
* Good knowledge and/or experience in developing internal office IT management and communication systems, processes, and policies in a highly secure setting;
* Demonstrated ability to find creative and pragmatic solutions matching a client’s specific needs with limited resources while respecting industry standards;
* Ability to work in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds;
* Excellent organisational and management skills and ability to work with minimum supervision;
* Excellent interpersonal and communication skills in English, both written and oral.

Desirable

* Project management skills;
* Relevant experience preferably within an international, hybrid or national criminal court;
* Knowledge of the functioning of the EU and in particular CSDP missions.

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| **Position:**  Deputy Head of Facility Management and General Services Unit | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-1 |
| **Ref. number:**  139 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Kosovo Specialist Chambers/ Division of Administration/  Facility Management and General Services Unit | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

The Deputy Head of Facility Management and General Services Unit reports to the Head of Facility Management and General Services Unit (FMGSU).

**Main Tasks and Responsibilities:**

* To deputise for and carry out the duties and responsibilities of the Head of the FMGSU, as required;
* To ensure the development, design and implementation of projects related to the premises;
* To assist the Head of FMGSU on matters relating to logistics, including the whole life-cycle management of assets from acquisition to disposal;
* To manage the physical set-up of field offices, as required, and to oversee the ongoing facilities and general services of any field office;
* To act as a lead contract manager on matters relating to the FMGSU contracts with external third parties and the internal Procurement Unit;
* To draft necessary terms of reference and technical specifications for the procurement of supplies and services, as required, in close co-operation with the Procurement Unit;
* To monitor and manage existing service and supply contracts;
* To assist in preparation and review of unit's budget proposals, as well as in the management and implementation of the budget;
* To draft procedures and policies, as required;
* To assist the management with the move of the organisation to the new premises by developing plans and managing transition;
* To represent the FMGSU at internal and external meetings of the organization, and to liaise with the other units, as required;
* To supervise and manage the FMGSU staff, 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 ten (10) years of relevant professional experience, with at least three (3) years of experience at management level.

Specification of Education and Experience

* The above mentioned university degree must be in at least one of the following fields of expertise: Architecture, Civil Engineering, Building Science, Logistics or other related university studies;
* Demonstrable Project Management skills;
* Ability to draft terms of references for the procurement of relevant supplies and services;
* Knowledge of Protocol and the management of Host State affairs, as well as General Services issues (Mail and Pouch, Travel, Logistics, etc);
* Excellent interpersonal and communication skills in English, both written and oral;
* Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, etc.);
* Excellent leadership, planning, time management and negotiation skills;
* Ability to work in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds.

Desirable

* Relevant experience preferably within an international, hybrid or national criminal court;
* Experience in working with the Host State institutions/authorities;
* Working knowledge of Dutch;
* 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.

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

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

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

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: Police, Military, Security or Social Sciences or other related university studies;
* Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
* International experience of an ESDP/CSDP together with experience of multi-national and international organisations/Missions;
* Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
* Ability to analyse information.

Desirable

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

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| **Position:**  Senior Communication and Information Systems (CIS) Officer | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-1 |
| **Ref. number:**  511 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Specialist Prosecutor’s Office/Operations Unit/  Operations Support Team | **Security Clearance Level:**  EU SECRET | **Open to Contributing Third States:**  No |

**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.

OR

* A minimum of thirteen (13) years of relevant professional experience might be considered in lieu of the above-mentioned required educational requirement.

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.

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

**Reporting Line:**

The Communications and Information Systems (CIS) Officer reports to the 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.

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

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

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

**Education and Experience:**

Essential

* Successful completion of university of at least 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, 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.

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

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

* To provide high quality translation from Albanian into English, and vice versa, of documents and written materials in all stages of the investigations and of the proceedings;
* To serve as official verbatim interpreter for the Specialist Prosecutor’s Office (SPO) by providing simultaneous and consecutive interpretation from Albanian into English, and vice versa, during all stages of the investigations and of the proceedings;
* To carry out research tasks involving Albanian language sources, necessary to the investigation and proceedings conducted by the SPO;
* To carry out in summarising, reviewing, evaluating and cataloguing Albanian language material relevant to the SPO’s investigations and proceedings;
* To support the staff members regarding cultural norms and expectations to facilitate interactions in Albanian speaking communities;
* To provide other necessary logistical support to the 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 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: 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 missions;
* Knowledge of legal terminology including criminal and/or civil law;
* Professional proficiency in English and Albanian.

Desirable

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

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| **Position:**  Prosecutor | **Employment Regime:**  Seconded/Contracted | **Post Category:**  Management Level ML-1 |
| **Ref. number:**  528 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit:**  Specialist Prosecutor’s Office/ Prosecutions Unit/Trial Team | **Security Clearance Level:**  EU SECRET or equivalent | **Open to Contributing Third States:**  Yes |

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

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

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

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

**Reporting Line:**

The 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.

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| **Position:**  Investigator | **Employment Regime**:  Seconded/Contracted | **Post Category:**  Management Level ML-2 |
| **Ref. number:**  536 | **Location:**  The Hague, the Netherlands | **Availability:**  ASAP |
| **Component/Department/Unit**:  Specialist Prosecutor’s Office/ Prosecutions Unit/  Investigations Team | **Security Clearance Level**:  EU SECRET or equivalent | **Open to Contributing**  **Third States:**  Yes |

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

* To carry out international law enforcement liaison and coordination at the working level;
* To examine all material, prepare, plan, develop, and coordinate activities relevant to SPO investigations, including interviewing of victims and witnesses and the gathering of evidence, as directed and supervised by the SPO prosecutors. When required attend crimes scenes and exhumation sites;
* To prepare official reports and maintain prosecution investigation files;
* To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
* To manage and maintain general correspondence in an appropriate filing system, including, both electronically and hard copy, according to EU standards and guidelines;
* To implement policies and procedures towards the goals and objectives of the Task Force;
* To provide clear and concise reports and information/feedback to the management/chain of command;
* To use and update electronic database systems employed by SPO;
* To carry out any investigative actions provided for under applicable laws and rules of procedure and evidence;
* To act as police;
* To undertake any other related task 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 field of expertise: Law, Police Science, Intelligence, Criminology, 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;
* Experience in war crimes, organised crime, and or other complex criminal investigations, including knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;
* To be familiar with victim support issues as they relate specifically to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
* Thorough knowledge of modern office procedures and equipment; ability to use, and to supervise others in the use of, standard office software;
* Authorised to carry and issued a personal weapon if seconded, or be prepared to be trained in their use if contracted.

Desirable

* Substantial knowledge of the functioning of the EU and in particular CSDP missions;
* International experience, particularly in crisis areas with multi-national and international organisations;
* Very good interpersonal and communication skills, both written and oral;
* Ability to perform under stress and in difficult circumstances;
* Knowledge of Albanian and/or Serbian language.

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

**Reporting Line:**

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

**Main Tasks and Responsibilities:**

* To manage administratively prosecution cases, including filing of Court documents, maintaining prosecution’s Court files, preparing and finalising exhibits for display in Court, liaison with Court technicians and effective and efficient presentation of exhibits in Court;
* To manage the evidence collection under the supervision of the Case Manager Team Leader;
* To ensure correct processing, handling and storage of EUCI materials, keeping them secure all times and separate from the rest of the evidentiary collection, adhering strictly to guidelines;
* To disclose exhibits to Defence and (Pre-) Trial Chambers, including tracking, collating and indexing of disclosure materials and maintaining disclosure logs;
* To maintain the case calendar;
* To assist prosecutors and lawyers, including assisting in the identification and retrieval of information relevant to the case and maintaining appropriate electronic and physical systems for the organisation of information and evidence;
* To assist, advise and train prosecutors, analysts and CIS officers in using, developing and maintaining investigative and prosecutorial databases;
* To undertake any other 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: Management, History, Social Sciences or other related university studies;
* A minimum of four (4) years of professional experience in case and/or document management, or as an assistant to a Case Manager or in a similar capacity;

Desirable

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

1. Canada, Norway, Switzerland, Turkey and United States of America [↑](#footnote-ref-1)
2. [Common European Framework of References for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

   ³ https://ec.europa.eu/ploteus/content/descriptors-page [↑](#footnote-ref-2)