

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office 3-2016 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 Post	Availability
	<u>Seconded/Contracted</u>		
	010 (pending)	Head of Finance and Budget	ASAP
	021	Recruitment Assistant	ASAP
	027	IT Helpdesk Assistant	ASAP
	028 (pending)	Administrative Assistant (Immediate Office of the Registrar)	ASAP
	029	Staff Administrative Assistant	ASAP
	030	Finance Officer	ASAP
	031 (2 positions)	Finance Assistant	ASAP
	036	Information Security Officer	ASAP

	037	Information and Records Management Officer	ASAP
	038	Outreach Co-ordinator	ASAP
	039	Media and Outreach Assistant	ASAP
	043	Internal Auditor	ASAP
	049	Court Officer	ASAP
	051	Record Keeper (Document Translation Management)	ASAP
	054-1	Associate Legal Officer (Supreme Court Chambers/ Office of the President)	ASAP
	054-2	Associate Legal Officer (Pre-Trial Panel)	ASAP
	055-1	Administrative Assistant (Chambers Legal Support Unit)	ASAP
	055-2	Administrative Assistant (Chambers Legal Support Unit)	ASAP
	057	Legal Aid Officer	ASAP
	059	Finance Assistant (Defence Office)	ASAP
	060	Language/Administrative Assistant (Albanian/Serbian)	ASAP
	065	Court Interpreter (Albanian into English)	ASAP
	067-1	Reviser (Albanian)	ASAP
	067-2	Reviser (Serbian)	ASAP

	070	Administrative Assistant (Language Services Unit)	ASAP
	077	Protection Officer	ASAP
	080	Operations Assistant (Protection)	ASAP
	081	Support Officer (Operations)	ASAP
	085	Operations Officer (Operations)	ASAP
	089	Legal/Administration Officer (Operations)	ASAP
	101 (2 positions)	Procurement Assistant	ASAP
	102	Deputy Head of Security and Safety Unit	ASAP
	104 (2 positions)	Security Supervisor	ASAP
	105 (6 positions)	Senior Security Officer	ASAP
	107	Software Manager	ASAP
	110	Developer Court Management System	ASAP
	111	Junior Developer	ASAP
	113	System Administrator	ASAP
	114	Software System Support	ASAP
	117	Asset Control Assistant	ASAP

	118	Administrative Assistant (Information Technology Services Unit)	ASAP
	119	Protocol Officer	ASAP
	120	Administrative and Protocol Assistant	ASAP
	121	Mail and Pouch Assistant	ASAP
	123	Driver	ASAP
	133	Senior Legal Officer (Court of Appeals)	ASAP
	134	Safety and Training Coordinator	ASAP
	506 (pending)	Operational Security Team Leader	ASAP
	507 (pending)	Operational Security Officer	ASAP
	511 (pending)	Senior CIS Officer	ASAP
	542	Case and Evidence Management Assistant	ASAP
	543	Senior Investigative Advisor	ASAP
Deadline for Applications:	9 September 2016 at 17:00 hours (Brussels time)		
E-mail Address to send the Job Application Form to:	<u>schr@eeas.europa.eu</u>		

Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Frank Borchers frank.borchers@eeas.europa.eu Tel: +32 (0)2 584 6906</p> <p>Ms Ferdows Foroughi <u>ferdows.foroughi@scp-ks.org</u> Tel: +31 (0)6 2492 1044</p>
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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 State¹.

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.

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

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 Skills² – 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, in principle, be under the normal age of retirement in contributing States.

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

Education – European Qualifications Framework (EQF)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.

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

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

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, if needed, interviewed in The Hague or by audio/video skype/phone, before the final selection is made. If seconded candidates are required to travel to Brussels/The Hague for interviews, the contributing State will bear any related costs.

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

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

E. Job Descriptions

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

Position: Head of Finance and Budget Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 010	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting line:

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

Main Tasks and Responsibilities:

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

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 twelve (12) years of relevant professional experience with at least four (4) years of experience in management level.

Specification of Education and Experience

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

Desirable

- Experience in the financial aspects of the start-up phase of an international or hybrid court or another large international organisation or Mission;
- 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.

Position: Recruitment Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 021	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 Recruitment Assistant reports to the Head of Human Resources Unit.

Main Tasks and Responsibilities:

- To conduct reviews of job descriptions in direct consultation with line managers and other stakeholders involved;
- To plan and organize the recruitment procedures in accordance with the needs of the Specialist Chambers and Registry;
- To organise the preparations of Calls for Contributions for the recruitment of staff to the Specialist Chambers and Registry;
- To coordinate the selection process, including management of applications and interviews;
- To collect and analyse selection results and to produce consolidated selection reports for the endorsement;
- To advise and assist the selection panels and to participate as an Observer in the interviews;
- To communicate and coordinate with candidates, including queries before or after applying, notifications of selection, interviews, etc.;
- To coordinate extension request exercises for eligible staff prior the launch of each regular Call for Contributions;
- To coordinate the deployment of the selected candidates, as well as the redeployment and check-in/ out procedures of the staff members with all involved stakeholders, including line managers;
- As directed by the Head of the Human Resources Unit, to supervise the work of the Staff Administrative Assistants;
- To take part in implementing procedures deriving from staffing reviews, such as internal competitions for retention of staff, internal Calls for Applications, redeployments, etc.;
- To contribute to the development, implementation and follow-up on the Human Resources strategies, policies and procedures;
- 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 ten (10) years of relevant professional experience.

Specification of Education and Experience

- A minimum of five (5) years of responsible professional full-time experience in recruitment, preferably in the context of an international organization;
- 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.

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.

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

Reporting line:

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

Main Tasks and Responsibilities:

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

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 progressively responsible administrative experience;
- Knowledge of general office and administrative support including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access) and proficiency in text and lay-out editing;
- Excellent interpersonal and communication skills in English, both written and oral;
- 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 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.

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.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Education and Experience:

Essential

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

AND

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

Specification of Education and Experience

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

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

Desirable

- Experience in the implementation of EU budgetary and financial processes and regulations;
- 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.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

Desirable

- 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.

Position: IT/Information Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 036	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The IT/Information Security Officer reports to the Senior Information and Records Management Advisor.

Main Tasks and Responsibilities:

- To coordinate all aspects of the Specialist Chambers IT and information security programme, assisting in managing the implementation of all IT and information security measures to ensure the preservation of the confidentiality, integrity and availability of information assets;
- To liaise in conjunction with the Head of Information Technology Services, the Head of Security and Safety Unit and the Senior Information and Records Management Advisor for information security issues, especially in case of incidents;
- To compile detailed reports in relation to reported breaches of information security or other incidents requiring protracted investigative actions;
- To be the Specialist Chamber's focal point for information security compromise or suspicion of compromise;
- To help develop policies, standards and action plans relating to IT and information security issues;
- To perform routine security monitoring of the ICT network and to verify periodically the security posture of IT systems;
- To support the Specialist Chambers daily routines by providing advice on information security related matters;
- To plan and perform security tests on the computing environment of the Specialist Chambers to verify compliance with information security architecture and to evaluate, implement and support tools and applications for vulnerability assessments;
- To make recommendations on proposed changes to the computing environment within the Specialist Chambers;
- To report information security risks by writing risk assessments;
- To recommend and develop the implementation of security control measures to mitigate information security-related risks;
- To assist in developing policy and standards for the backup and archiving of the Specialist Chambers information;
- To monitor the implementation of all ICT related security procedures;
- To perform auditing activities on information systems used for the processing of confidential information under European Data Protection Regulations;
- To perform market analysis for new information security technology by scanning the information technology market for new products that may enhance the security of the Specialist Chambers ICT systems and programmes;
- To monitor the contracts for the procurement of ICT services or where services related to information are being procured;
- To develop information security awareness training programmes for all the Specialist Chambers staff;
- To act as the Crypto Custodian for the Specialist Chambers;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

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

AND

- After having fulfilled the education requirements, a minimum of 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 Security, Computer Science, Information Technology or other related university studies;
- In-depth experience and ability in collecting, assessing, analysing and reporting data related to security;
- Substantial knowledge of Information Security practices and technologies including Security Information and Event Management (SIEM) and Network logging;
- Knowledge of European Data Protection Regulations and experience of their implementation;
- Demonstrable competence with Microsoft server event analysis;
- Excellent drafting and communication skills in English, both written and oral;
- Excellent organisational and interpersonal skills;
- Tact, discretion and respect for confidentiality;
- 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

- Information Security Certification (e.g. CISSP, CISM or CISA);
- Experience in an international criminal or hybrid court;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Information and Records Management Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 037	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Information and Records Management Officer reports to the Senior Information and Records Management Advisor.

Main Tasks and Responsibilities:

- To serve as a focal point to provide support and compliance advice for electronic, manual and audio-visual records, document and archives management to all functions of the Specialist Chambers (including administrative and judicial records);
- To process accession and disposition activities, by liaising with all functions of the Specialist Chambers regarding the transfer and/or disposal of their records;
- To perform records and archival processing activities in compliance with preservation and metadata standards and to identify/eliminate duplicate records;
- To organise and manage electronic filing systems and to help to administer electronic document and records management systems;
- To coordinate space management within internal repositories in accordance with best practice and records storage standards;
- To perform reference functions by advising internal and external users about records and archives held by the Specialist Chambers and managing their accessibility;
- To ensure strict adherence to information security and data protection policies and to implement access controls;
- To assist in the development of guidelines, SOPs, training materials and user manuals;
- To train and support users of the recordkeeping systems of the Specialist Chambers;
- To undertake any other 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: Archival or Library Science, History, Information and/or Records Management or other related university studies;
- Experience of Electronic Document and Records Management Systems;
- Demonstrable competence with Microsoft Office applications;
- Tact, discretion and respect for confidentiality;
- Excellent drafting and communication skills in English, both written and oral;
- Excellent organizational and interpersonal skills;

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

Desirable

- Experience of national or international court records or archives;
- A qualification in the field of library, archives or records management;
- 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.

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 (PIC).

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 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.

Position: Media and Outreach Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 039	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 Media and Outreach Assistant reports to the Head of Public Information and Communication (PIC) Unit.

Main Tasks and Responsibilities:

- To assist the Head of Public Information and Communication Unit and Outreach Coordinator in implementation of the Specialist Chambers Communication Strategy in various communication activities;
- To follow the news and various media, in particular from Kosovo and the region, and keep the institution regularly informed about the relevant developments including the provision of basic media analysis;
- To be the primary focal point for the update and maintaining of the institution's web content;
- To utilise new and existing social media channels in line with unit's objectives and to identify and pursue opportunities for new types of communication activities and social media platforms keeping aware of technological developments and latest trends in the usage of the social media;
- To assist with the event management activities of the PIC Unit and the Specialist Chambers;
- To effectively support the Outreach activities of the unit, and to identify cutting edge and innovative communication tools in public information activities, adopted to relevant outreach audiences;
- To ensure effective documentation and media reporting of events and campaigns (video, audio, print);
- To oversee and file incoming and outgoing correspondence, to organize and update media and outreach contact database and to handle necessary administrative duties for the Unit, including filing and data management;
- To prepare draft reports and documents for the Unit;
- To coordinate with the Specialist Chambers webmaster as well as with the other units at the appropriate level;
- To support any other units as required by the Registrar;
- 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 three (3) years of professional experience in Communication, Journalism and/or Public Affairs;
- Excellent interpersonal and communication skills in English, both written and oral;
- Experience in producing communications materials;

- Advanced computer and IT knowledge, with professional usage of social media applications and web updating;
- Good sense of organisation, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Prior work experience in an international organisation, Criminal or a hybrid Court;
- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian and/or Serbian);
- International experience, particularly in crisis areas with multi-national and international organisations, ideally in relation to the Balkans area;
- Good understanding of the political, cultural and media situation of the Balkans, in particular Kosovo.

Position: Internal Auditor	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 043	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Internal Auditor reports to the Registrar.

Main Tasks and Responsibilities:

- To lead a small Audit Team in charge of planning and conducting financial, systems and performance audit controls;
- To develop a risk-based audit programme for validation by the management;
- To assure effective management of the audit activities;
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, in particular with internationally established professional internal auditing standards and best practices;
- To prepare high quality audit reports presenting the findings and recommendations;
- To obtain feedback from auditees on the conduct of the audit;
- To recommend corrective actions to the management of the Specialist Chambers and to follow up and review corrective actions taken by the management;
- To provide advice and guidance to the Registrar and the Head of Administration in order to improve compliance with internal control standards;
- To establish a risk register in compliance with the relevant international standards, regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and to evaluate their efficiency and effectiveness;
- To identify and map risks;
- To design and establish risk mitigation systems along the financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To liaise with the external auditors and the European Commission as appropriate;
- To undertake any other related tasks as requested by the Registrar.

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 at least one of the following fields of expertise: Audit, Economics, Finance or Accounting or other related university studies;
- At least six (6) years of experience as Auditor in a public administration or in an internationally recognised audit firm;
- Proven Audit management experience, in particular to develop and implement a risk-based audit programme;
- Excellent planning and organisational skills and ability to react quickly to new demands;
- Excellent analytical, research and problem-solving skills;
- Excellent interpersonal and communication skills, both written and oral;
- Excellent drafting skills with capacity to produce audit reports with a real added value, notably in the quality of the recommendations;
- Good knowledge of EC Financial Regulation and Audit Practices;
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with Audit Management Software;
- 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

- Member of a corps or body within EU member states public institutions having attributed functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or equivalent;
- Good knowledge and/or experience in strategic management and/or public administration;
- Experience in setting up an internal audit capability in a big and complex organisation;
- Previous experience working with international organisations and/or EU Institutions;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Court Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 049	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 Officer reports to the Head of Court Management Unit.

Main Tasks and Responsibilities:

- To be responsible for the daily coordination of the court services in the Specialist Chambers and Registry;
- To receive, record and file documents submitted to the Registry;
- To make all necessary arrangements for the court proceedings, including the coordination of provision of interpretation and technical services, as required;
- To supervise the work of court support staff, transcript coordinators, etc. ensuring smooth management of the cases before the Specialist Chambers;
- To represent and perform the functions of the Registry in all court proceedings, on behalf of the Registrar or the Deputy Registrar, including opening the hearing and preparing minutes or summaries of proceedings;
- To handle and process exhibits (in hard copy or electronic format) in accordance with the established rules, practices and procedures;
- To answer questions from the Specialist Chambers relating to the Registry matters;
- To provide advice on procedural matters to judges, parties and diplomatic bodies;
- To prepare relevant documents by the Specialist Chambers, if requested;
- To maintain the Court Calendar;
- To assist drafting and reviewing the procedures and guidelines related to courtroom activities;
- To identify training needs for participants to the proceedings;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

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

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Court Administration, Social Sciences or other related university studies;
- Minimum two (2) years of experience in courtroom proceedings and in criminal cases;
- Excellent drafting skills for legal texts, memoranda and any related filings in English;
- Fully proficient computer skills, including ability to use relevant software applications;
- Excellent organizational, interpersonal and communication skills, both written and oral;

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

Desirable

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

Position: Record Keeper (Document Translation Management)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 051	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 Record Keeper reports to the Head of Court Management Unit.

Main Tasks and Responsibilities:

- To receive, file and disseminate official court records both electronically and in hardcopy, if so instructed;
- To ensure the availability, integrity and confidentiality of the court records in accordance with the established rules, practices and procedures;
- To maintain relevant statistics on the processed court records;
- To process judicial correspondence in accordance with the defined procedures;
- To maintain the organization of the case file and correspondence file in the Court;
- To manage the database in the electronic court management system and to organize other files, as instructed;
- To receive, process and register translation requests;
- To verify translation requests against databases containing translations and translation requests;
- To assign levels of priority to translation requests, in accordance with the procedures of the Registry;
- To liaise with the Language Services Unit and other parties in relation to translation requests;
- To receive and register translations in accordance with the established rules, practices and procedures;
- To publish documents on the Specialist Chambers' website, when required;
- To respond to external (Chambers, parties and/or other Registry sections) queries for information in relation to the processing of court records and judicial correspondence;
- To keep abreast of new or amended relevant rules and regulations;
- 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

- Minimum two (2) years of experience working in a similar position in an international organization or hybrid or national court;
- Knowledge of policies, procedures and practices related to the management of the judicial records;
- Excellent drafting and communication skills in English, both written and oral;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access) and proficiency in editing text and lay-out;

- Ability to plan and organize conflicting priorities, maintaining accuracy and to work independently or with minimal supervision;
- Proven ability and flexibility in working effectively in meeting deadlines and working under pressure;
- Tact, discretion and respect for confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of other official languages of the Specialist Chambers (Albanian/Serbian);
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Associate Legal Officer (Supreme Court Chambers/ Office of the President)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 054-1	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 position of Associate Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the President's Office/Supreme Court Chamber. When deployed, the Associate Legal Officer reports to the Senior Legal Officer.

Main Tasks and Responsibilities:

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

Additional Information:

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

Education and Experience:

Essential

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

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;

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

Desirable

- Progressively responsible legal experience with emphasis on criminal law or international criminal law;
- 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.

Position: Associate Legal Officer (Pre-Trial Panel)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 054-2	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 position of the Associate Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the Pre-Trial Panel. When deployed, the Associate Legal Officer reports to the Senior Legal Officer.

Main Tasks and Responsibilities:

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

Additional Information:

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

Education and Experience:

Essential

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

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;

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

Desirable

- Progressively responsible legal experience with emphasis on criminal law or international criminal law;
- 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.

Position: Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 055-1	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 position of Administrative Assistant is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the President's Office/Supreme Court Chamber. When deployed, the Administrative Assistant reports to the Senior Legal Officer.

Main Tasks and Responsibilities:

- To provide immediate administrative assistance to the President, the Chef de Cabinet/Senior Legal Officer, Legal Officers and Associate Legal Officer;
- To receive and file all correspondence for the Office of the President at each branch, including the filing of other documents produced by the Office;
- To maintain the President's Office filing system;
- To prepare final drafts of documents for the President's signature;
- To attend to incoming calls and organizes the President's official travels;
- To undertake any other related tasks as requested by the Line Managers.

Additional Information:

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

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

Desirable

- Prior working experience in a national and/or international criminal or hybrid court;
- Knowledge of the functioning of the EU and in particular CSDP Missions;

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 055-2	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 position of the Administrative Assistant is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers. When deployed, the Administrative Assistant reports to the Senior Legal Officer.

Main Tasks and Responsibilities:

- To provide immediate administrative assistance to the Pre-Trial Judge, Senior Legal Officer, Legal Officers and Associate Legal Officer;
- To receive and file all correspondence for the Office of the Pre-Trial Judge, including the filing of other documents produced by the Office;
- To maintain the Pre-Trial Judge's Office filing system;
- To prepare final drafts of documents for the Pre-Trial Judge's signature;
- To attend to incoming calls and to organize the Pre-Trial Judge's official travels;
- To undertake any other related tasks as requested by the Line Managers.

Additional Information:

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

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

Desirable

- Prior working experience in a national and/or international criminal or hybrid court;
- Knowledge of the functioning of the EU and in particular CSDP Missions;

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Legal Aid Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 057	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Judicial Services/ Defence Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Legal Aid Officer reports to the Defence Office Coordinator.

Main Tasks and Responsibilities:

- To support the Defence Office Coordinator in all matters related to the planning and implementation of any legal aid programme developed by the Specialist Chambers within the existing legal and budgetary regime;
- To oversee administrative work related to legal aid within the Defence Office;
- To develop assessment tools and strategies to establish indigence status;
- To protect the integrity of the legal aid system by auditing documentation submitted in support of claims related to legal aid and invoicing;
- To investigate conduct that may affect the legal aid regime, by initiating and carrying out financial inquiries, inspection of records and evaluation of relevant information;
- 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 and/or 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 Law, Police Sciences, Accounting, Economics or other related university studies;
- A minimum of seven (7) years of progressively responsible financial investigation or auditing experience;
- Experience in drafting legal and/or administrative texts and reports in relation to financial/auditing matters;
- Tact, discretion, accuracy and attention to details;
- Excellent communication skills in English, both written and oral;
- Excellent interpersonal skills, including the ability to interact responsibly within the organisation and with other institutions and individuals in highly sensitive matters;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

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

Desirable

- Experience in the administration and auditing of legal aid regimes;
- Experience in financial investigations related to complex transnational crimes or frauds;
- Experience in relation to an international, hybrid or national criminal court;
- International experience in crisis areas within multi-national and international organisations in the criminal justice and/or human rights field;
- Good understanding of the political situation in the Balkans.

Position: Finance Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 059	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Defence Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

Finance Assistant reports to the Defence Office Coordinator.

Main Tasks and Responsibilities:

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

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

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

Desirable

- Specialised training in finance and/or experience in legal aid administration;
- Knowledge of the EU financial rules and regulations, including budget procedures.

Position: Language/Administrative Assistant (Albanian/Serbian)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 060	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Defence Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

Language/Administrative Assistant reports to the Defence Office Coordinator.

Main Tasks and Responsibilities:

- To provide administrative assistance, program planning and logistical support to Defence Office staff;
- To handle independently verbal and written enquires from internal and external parties;
- To coordinate with the various Specialist Chambers units and to liaise frequently with the Defence Office staff members;
- To create and maintain the Defence Office databases, to design and regularly revise and update the existing templates, forms and other related documents;
- To maintain hardcopy and electronic filing system and to assist in the preparation of records for archiving;
- To ensure that the policies are implemented consistently and coherently;
- To provide draft translation of documents from and into Albanian or Serbian and English;
- To provide consecutive interpretation as needed;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education Experience

- Fluency in oral and written English and excellent command of Albanian and Serbian;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access);
- Excellent interpersonal and communication skills in English, both written and oral;
- 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 organisation or a hybrid court system;
- 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.

Position: Court Interpreter (Albanian into English)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 065	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:

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

Main Tasks and Responsibilities:

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from Albanian into English (return is considered a strong asset), at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
- To keep abreast of the Kosovo Specialist Chambers' case law, developments in the field of international criminal law and international humanitarian law;
- To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
- To act as interpretation team leader when necessary;
- To instruct and advise junior or freelance interpreters;
- To assist in planning, development and implementation of training programmes;
- To assist with programming of assignments, as necessary;
- To assist with reviewing transcripts of interpretation, and preparing corrections in the event of substantive errors;
- To assist in quality control of interpretation provided by staff and freelance interpreters;
- To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
- To strive for consistency with reference texts and with the output of staff translators;
- To translate using the in-house computer-assisted translation and terminology software;
- To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
- To identify new terminological material;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

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

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Modern Languages, Interpretation or other related university studies;
- At least seven (7) years of conference interpretation experience preferably in the context of an international tribunal/court, an international organization or an international body dealing with legal matters;
- Perfect command of English and excellent knowledge of Albanian is required;
- 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 Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
- 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 interpretation and translation test.

Position: Reviser (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 067-1	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 English into Albanian;
- To coach and motivate the in-house and external translators with a view to refining their skills and overall performance (quality of output, productivity, timeliness, etc.) and assist them in solving particularly difficult problems requiring specialized knowledge and linguistic insight;
- To report on performance and development needs of the translators;
- To promote teamwork and communication in the Unit and address any issues arising in a prompt and proactive manner;
- To advise on deadlines and assignments and adapt these to changing priorities;
- To produce self-revised translations;
- To maintain a high standard of accuracy, consistency, and fidelity to the spirit, style, register and nuance of the original;
- To observe the established Kosovo Specialist Chambers terminology and usage, and strive for consistency with reference texts and for consistency in translations;
- To carry out the requisite research, drawing on reference and terminology material, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To produce and maintain an Albanian 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;
- Mother-tongue fluency in Albanian 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, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian);
- 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.

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.

Position: Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 070	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 Administrative Assistant reports to the Head of Language Services Unit (LSU) or other senior LSU staff.

Main Tasks and Responsibilities:

- To ensure the provision of administrative and organizational support in Language Services Unit;
- To provide accurate and timely information to the Head of Language Services Unit on budget, finance, procurement and implementation of work plan;
- To administer attendance, keep accurate office records and provide relevant reports;
- To process and coordinate correspondence, distribute administrative documents to the relevant units and to liaise with them as needed;
- To take follow-up actions on own initiative relating to various administrative issues in order to ensure smooth operation of the unit;
- To provide guidance to staff with respect to administrative procedures, processes and practices, in coordination with the appropriate departments;
- To provide orientation and support to new staff members upon their arrival;
- To coordinate the organisation of language tests, contact candidates and explain testing procedures;
- To coordinate consecutive and field interpretation assignments while adhering to guidelines regarding security and confidentiality issues, financial and other considerations;
- To assist in the project management of external translation services;
- To maintain and create internal spread-sheets and databases, when required;
- To support other units as required by the Registrar;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Minimum of five (5) years of progressively responsible administrative experience;
- Knowledge of general office and administrative support including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access) and typing skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- 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

- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian or Serbian);
- Previous similar work experience in an international organisation or a hybrid court system;
- 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.

Position: Protection Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 077	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 Protection Officer reports to the Head of Witness Protection and Support Office.

Main Tasks and Responsibilities:

- To supervise, manage and administer the Protection Program within the Witness Protection and Support Office (WPSO);
- To ensure safety and security of all witnesses testifying before the Specialist Chambers;
- To provide threat and risk assessments and to recommend effective and appropriate short and long-term measures in protecting victims and witnesses appearing before the Specialist Chambers;
- To supervise budgetary requirements for protected victims and witnesses expenses ensuring the financial due diligence;
- To assess any threat assessment for victims and witnesses and their suitability, in accordance with the Standard Operating Procedures (SOP) for inclusion into the WPSO Protection Program;
- To provide expert advice in the protection of victims and witnesses to the Chambers and Judges of the Specialist Chambers;
- To maintain methods for the management of confidential information related to the protection of victims and witnesses;
- To assist in developing and implementing specific protection programs and database;
- To supervise and coordinate protection operations and to liaise with government and non-government authorities for their patronage, where appropriate;
- To advise the Head of Witness Protection and Support Office on administrative, financial/budgetary and operational matters;
- To manage the staff in the Protection Unit and to apply due diligence with the financial accountability in any designated Field Office;
- To develop national and international protocols with states or organizations willing to assist the Specialist Chambers particularly in the protection of witnesses in the WPSO Protection Program;
- To implement and update Standard Operating Procedures and to report regularly to the Head of Witness Protection and Support Office;
- To travel extensively in the field;
- 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 seven (7) years of relevant professional experience with at least five (5) years of experience in management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law Enforcement, Police Sciences, Military Sciences, International Relations, Risk Management or other related university studies;
- A minimum of seven (7) years of experience in witness protection in a national or international organization and/or hybrid court;
- Management experience in witness protection personnel;
- Experience in working in a high risk/high security environment, determining levels of threat and implementing witness protection schemes, including identity change and international relocation;
- Experience in witness management and dealing with sensitive and/or traumatized witnesses;
- Good judgement to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Experience in working under stressful conditions and to prioritize and manage a high workload on occasions;
- Very good interpersonal and communication skills;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment;
- Authorized to carry, and be issued a personal weapon if seconded, or be prepared to be trained in their use if contracted.

Desirable

- International experience, particularly in crisis areas with multi-national and international organizations;
- Previous operational experience in Kosovo;
- Good understanding of the political, cultural and security situation of the Balkans.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

Desirable

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

Position: Support Officer (Operations)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 081	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 Third Contributing States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To maintain the provision of support services to ensure the physical, emotional and psychological well-being of victims and witnesses appearing before the Specialist Chambers;
- To assist victims and witnesses by assessing their needs prior to travelling to The Hague and when necessary making such arrangements for their well-being during the time of their stay;
- To monitor on a regular basis court hearings for the well-being of victims and witnesses during their testimony period;
- To provide counselling, support interventions and debriefing to the victims and witnesses during the court proceedings or elsewhere when in the Netherlands;
- To assess victims and witnesses need for medical or other professional intervention in the Netherlands;
- To facilitate referrals for follow-up services with national bodies and NGOs that provide assistance and support to victims and witnesses in countries where they reside;
- To work in cooperation with the other units of the Witness Protection and Support Office (WPSO) to ensure comprehensive support services to the victims and witnesses;
- To maintain records of intervention with victims and witnesses in the WPSO database;
- To assist the Head of Witness Protection and Support Office in the development, production and updating of existing materials and to inform victims and witnesses about their appearance before the Specialist Chambers;
- The selected staff member may be required to travel in the field when performing the duty tasks;
- 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: Psychology, Social Sciences or other related university studies;
- Professional experience of at least seven (7) years dealing with victims and witnesses in a national or international organisation or other related area of work, including experience in assessing victims and witnesses' needs, providing appropriate support and crises counselling following post conflict trauma;

- Willingness and ability to work flexible hours;
- Excellent communication skills in English (both verbal and written);
- Proven ability to assess distress, make appropriate referrals and to work with clients from a wide range of ethnic and cultural backgrounds;
- Experience in direct counseling of crime victims and witnesses including assessment and diagnostic skills, administration, implementation and management of support programmes;
- High sense of integrity, sensitivity, discretion and good judgement;
- 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

- Previous experience working in an international organisation or a hybrid court system;
- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian/Serbian);
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Operations Officer	Employment Regime: Seconded/ Contracted	Post Category: Management Level ML-2
Ref. number: 085	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 Operations Officer reports to the Head of Witness Protection and Support Office.

Main Tasks and Responsibilities:

- To provide overall guidance, management and oversight to ensure that the efficient logistical and operational arrangements are in place for victims and witnesses required to testify and travel to the Netherlands;
- To monitor staff arrangements for victims and witnesses international travel, accommodation, visas, security and any other relevant requirements during their travel;
- To supervise the Operations Assistants in their work and to implement an effective and efficient staff work schedule in accordance with the working hours of the Specialist Chambers;
- To implement staff duty roster to accommodate out of duty hours emergency support to witnesses;
- To oversee the Witness Protection and Support Office (WPSO) trial team and to liaise with the Chambers, Prosecution and Defense teams on the logistics of victim and witness testimony schedules;
- To ensure that the victims and witnesses are fully briefed on their travel itinerary and that all their queries or concerns have been adequately responded to and resolved;
- To ensure that the victims and witnesses are familiar with court room procedures and their role, rights and obligations in those proceedings;
- To oversee and ensure that the victims and witnesses are financially reimbursed according to their entitlements and accordance to the EU and WPSO guidelines;
- To work in cooperation with the Administration Officer to ensure due diligence on operations financial accountability;
- To supervise implementation of mission planning and preparation for operations staff and to coordinate with the Field Office on operational logistical matters;
- To ensure that any information regarding anxiety/stress levels of witnesses is reported to the Support Officer or Support Assistant for intervention, if necessary, including any medical issues that may occur;
- To manage the witness waiting rooms and any other offices used for interviewing victims and witnesses within WPSO policy and guidelines;
- To monitor and upkeep the WPSO vehicle fleet;
- To provide input to the WPSO plan and policy documents;
- To establish a network of contacts in national or international organizations for the logistical arrangements of victims and witnesses travelling to and from the Netherlands;
- To keep all WPSO staff briefed on the day's activities; trial forecast and alert them to changes in the WPSO itinerary, as they occur;
- To ensure timely and correct data entry and maintenance of WPSO database;
- To maintain at all times strict confidentiality about any matters related to the victims and witnesses;
- To undertake any other 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: Operation Management, Public Administration, Political or Social Sciences or other related university studies;
- Experience of at least four (4) years in supervising, procurement planning, logistics and operational activities, administration, commerce or other closely related organisational skills;
- Excellent communication skills in English, both written and oral;
- Willingness and ability to work flexible hours;
- Ability to conduct oversight and supervision of operations in a national or international organization and/or court environment;
- Ability to understand the requirements of international criminal law and procedural law;
- 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

- Previous experience working in an international organization or a hybrid court system;
- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian/Serbian);
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Legal/Administration Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 089	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 Legal/Administration Officer reports to the Head of Witness Protection and Support Office.

Main Tasks and Responsibilities:

- To draft internal instructions and internal memoranda, instructions and agreements in coordination with the Head of the Witness Protection and Support Office;
- To organize accounts and ensure that accounts and records are managed in accordance with the applicable instructions, rules and regulations of the Specialist Chambers;
- To draft submissions to the Chambers (when requested by the order of the Chambers) including conducting the relevant research, analyzing records and ensuring that deadlines are met and the necessary information and consultation within the Registry takes place;
- To review the court documents, follow court proceedings and inform the relevant staff in the office;
- To liaise with the Head of Administration on re-allocation of funds, supervise allocated funds and the disbursement of payments, including processing invoices related to the work of the office;
- To prepare the budget performance reports and carry out other administrative tasks as requested by the Head of the Witness Protection and Support Office;
- To prepare the staff in participation of court hearings and other official meetings, including preparing of relevant documentation, presentations and notes, conducting research and compiling the relevant case law and background information;
- To undertake any other related tasks as required 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, Accounting, Budget and/or Financial Administration or other related university studies;
- A minimum of five (5) years of experience in a national or international organization or court environment;
- Proven knowledge of judicial protective measures for witnesses and victims in both international and national law;
- Proven experience in administration in a judicial environment;
- Excellent communication skills in English, both written and oral;

- Excellent drafting skills and ability to prepare legal opinions, filings and memoranda independently;
- Ability to familiarize quickly with new situations and to manage conflicting priorities;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Previous experience working in an international organization or hybrid court, preferably in Victims and Witness Protection units;
- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian/Serbian);
- Good understanding of the legal, political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

The Procurement Assistant reports to the Head of Procurement Unit.

Main Tasks and Responsibilities:

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

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

Desirable

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

Position: Deputy Head of Security and Safety Unit	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 102	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 Deputy Head of Security and Safety Unit reports to the Head of Security and Safety Unit.

Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of Security and Safety Unit in his absence;
- To ensure the delivery of effective security and safety services, through the drafting and monitoring the implementation of security, evacuation, general fire, safety and contingency plans at the premises of the Specialist Chambers and Specialist Prosecutor's Office;
- To ensure that the Head of Security and Safety Unit receives appropriate reporting on functional performance and any events, trends and developments critically affecting the organizational objectives;
- To monitor the operational planning and supervision of all subordinate staff with coordination of the planning function across relevant business units of the Specialist Chambers and Specialist Prosecutor's Office and other supporting security agencies, nationally and/or internationally relating to physical security and judicial activities;
- To identify, implement and monitor the training, equipment and logistical requirements to maintain and/or enhance operational capabilities to reduce organizational risk exposure;
- To conduct threat, risk and security level monitoring and analysis, including compilation of threat and risk assessments, monitoring of security and investigative reports or other pertinent sources of public and private security information;
- To compile detailed reports in relation to reported breaches of security procedures or other incidents requiring protracted investigative actions;
- To manage all assets in the Security and Safety Unit equipment portfolio, the forecasting of all budgetary requirements and the administration of all financial matters pertaining to the Security and Safety 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.

OR

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

AND

- After having fulfilled the education requirements, a minimum of ten (10) years of relevant professional experience with at least five (5) years of experience in management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security Management, Law, International Relations, Social Sciences; Emergency Management, Police, Military Sciences or other related university studies;
- At least five (5) years of extensive professional experience at management or senior 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;
- Experience in the control of physical security, detained persons, security screening and/or access control services;
- Prior administrative responsibilities in relation to financial, equipment and personnel control;
- Prior experience in the coordination and delivery of institutional compliance activities such as pre-employment screening and internal investigations;
- High sense of integrity, sensitivity, discretion and good judgement;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in 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 implementation and usage of technical security equipment (screening and/or control room infrastructure);
- Successful completion of a recognised firearm certification program within a national (i.e. Police, Military or Governmental) or International entity and prior experience in the performing of armed security related tasks;
- Recognised certification in security disciplines such as Security Management, Physical Security, Information Security, Investigations, Analysis, Fraud detection, Fire and Safety, Security Training;
- Working knowledge of Dutch language.

Position: Security Supervisor	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 104	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 Supervisor reports to the Senior Security Supervisor.

Main Tasks and Responsibilities:

- To ensure effective delivery of operational court and building security services to meet the organisational security requirements at the premises of the Specialist Chambers and Specialist Prosecutor's Office within a 24-hour shift system;
- To ensure/monitor enforcement and adherence with applicable institutional policies and procedures;
- To coordinate the operational services with applicable internal and external interlocutors supporting court and building services, including the staff work planning and attendance reporting;
- To ensure the safety and security of all staff members, visitors and others whilst on the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To ensure that all remitted tasks comply with best practice approach to meet operational requirements, fiscal responsibility and duty of care to staff, detainees and visitors;
- To ensure and monitor the subordinate staff compliance and competence in all work practices, operational policies and institutional objectives through performance reporting, disciplinary process compliance and staff development through the identification of training needs;
- To coordinate the incident response process in line with the established procedures and operate the Security Control Room, including technical systems, such as CCTV, Intrusion detection, fire alarm and communications systems;
- To attend and successfully complete all applicable mandatory training requirements and fulfil all subordinate operational roles 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 education requirements, a minimum of eight (8) years of relevant professional experience.

Specification of Education and Experience

- Relevant experience within an international, hybrid or national criminal court;
- Prior supervisory level responsibilities within a Police, Military, Judicial or International security environment;
- Experience in handling of detained persons;
- Experience in the provision of physical security, security screening 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 the performing of armed security related tasks;

- Proven experience in subordinate performance reporting and staff development;
- 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.

Desirable

- 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, Supervisory Skills, Incident Control, etc.

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.

Position: Software Manager	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. Number: 107	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 Software Manager reports to the Head of the Information Technology Services Unit.

Main Tasks and Responsibilities:

- To coordinate, manage, and prioritise the activities of the software support and development team;
- To manage the complete application development lifecycle of the organisation's software systems including scoping, testing, quality assurance, information security, deployment, and release management, follow-up, and documentation of all software packages developed by the team;
- To manage software developers and assistants in creating and maintaining the unique software portfolio of an international criminal court, including specialised judicial document handling systems and specialised databases;
- To apply knowledge of programming technologies, processes and methodologies to develop, maintain, and support business applications;
- To manage requirements volatility and adapt accordingly;
- To collaborate with other members of the Information Technology Services Unit to ensure smooth deployments and support;
- To collaborate with the Business and IT colleagues to define and implement the overall enterprise architecture;
- To advise on technical specifications of application servers and databases;
- To create and maintain appropriate performance metrics for the Unit;
- To create the software development budget and select and specify suitable tools;
- To manage the application portfolio of the organisation;
- To conduct research, analysis and evaluation of new technologies and make recommendations for their deployment, as well as handling all aspects of contract administration, including collaboration with the organization's Procurement Unit in order to establish service level agreements or framework contracts with vendors;
- To develop detailed systems specifications, functional specifications and user documentation for major systems;
- To originate requisitions for equipment, software and supplies and maintain the appropriate budget control and accountability for IT spending;
- To participate in the change management process;
- 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 IT Engineering or other related university studies;
- At least seven (7) years of progressively responsible experience leading Software development teams to, design, develop and implement complex IT systems;
- Broad knowledge of programming languages such as C, C++ and Java as well as solid understanding of Microsoft Operating Systems, SQL databases, ERP systems and Document Management Systems;
- Thorough understanding of software development methodologies and tools;
- Experience in defining business, data, application and technology architectures;
- Effective project management skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Certifications in software development framework such as SCRUM;
- Certification in TOGAF;
- International experience, particularly in an international organization or a hybrid court system.

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 an Judicial workflow tool;
- To participate in projects involving feasibility studies, systems analysis, design, development and implementation of new components of the system;
- To collaborate with IT services, Information Management, Legal Officers, Court Management staff, and external partners to devise effective solutions;
- To analyse, plan, design and implement enhancements to the Judicial information System services in accordance with legal and operational requirements;
- To draft plans, specifications and reports related to the Judicial Information System;
- To direct and supervise the work of support developers and contractors assigned to the unit, in terms of Judicial Information Systems installation, support and maintenance and business continuity;
- To develop detailed system and other functional specifications and user documentation for major systems.
- To provide specialized advice to users, analysing users' requirements and translating these into new EMC Documentum task space (xCP) applications and workflows and to determine application systems integration and linkage issues;
- To develop and maintain computer programs that require integration of many interrelated systems and program elements and to ensure appropriate data security and access controls using Documentum web services API, Documentum UCF, Documentum Java WDK;
- To organize and perform unit and integrated testing, designing and utilizing test bases and to assist users in acceptance testing;
- To research, analyse and evaluate new technologies and make recommendations for their deployment;
- To participate in writing reports and papers on systems-related topics, system requirements, information strategy, etc.;
- To provide guidance to new junior staff, consultants, etc.;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

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

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Computer Science or Information Systems or other related university studies;
- At least seven (7) years of progressively responsible experience in development of enterprise content management system;
- Effective project management and collaboration skills;
- Industry qualifications in enterprise content management systems are desirable (e.g. E20-495 xCelerated Composition Platform (xCP) Application Development Certification);
- Certification in PRINCE 2;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

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

Position: Junior Developer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 111	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 Junior Developer reports to the Software Manager.

Main Tasks and Responsibilities:

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

Education and Experience:

Essential

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

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Computer Science or Information Systems or other related university studies;

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

Desirable

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

Position: System Administrator	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 113	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 Administrator reports to the Head of the Information Technology Services Unit.

Main Tasks and Responsibilities:

- To assist in the design, implementation and maintenance of IT networking infrastructure by deploying and configuring a variety of technical systems;
- To manage and support a wide range of virtualised servers in a complex environment;
- To install, configure and maintain networking switches and routers;
- To install, configure and maintain network storage solutions;
- To monitor, manage and troubleshoot all network components including servers, switches, routers and all necessary components of the network to ensure uninterrupted service;
- To be responsible for identifying and flagging problems arising from recurring, systematic or procedural defects software or ICT implementation and subsequently initiating action to resolve them;
- To assist in all phases of ICT hardware/software specification, purchase, implementation and operation by providing experience and guidance from a support perspective;
- To create and manage accounts and access control for network users;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- At least five (5) years of experience in an IT environment with a focus on a broad range of IT technologies including virtualization, switching, storage, optimization, management systems, Information security systems;
- Technical training in information technology;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

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

Position: Software System Support	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 114	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 Software System Support reports to the Software Manager.

Main Tasks and Responsibilities:

- To assist in the design, implementation and maintenance of computer applications to fulfil the business needs of the organisation;
- To manage and support a wide range databases in a complex environment;
- To develop custom SharePoint and ASP.net solutions;
- To assist in project documentation;
- To deliver and maintain web applications;
- To be responsible for identifying and flagging problems arising from recurring, systematic or procedural defects in software subsequently initiating action to resolve them;
- To assist in all phases software specification, purchase, implementation and operation by providing experience and guidance from a development support perspective;
- To support customisation of business systems for ERP and administration;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

Desirable

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

- Knowledge of the functioning of the EU and in particular CSDP missions.

Position: Asset Control Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 117	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 Asset Control Assistant reports to the Service Desk Supervisor.

Main Tasks and Responsibilities:

- To control the storage and movement of the Information Technology Services Unit assets throughout their lifecycle from acquisition to disposal;
- To receive and issue the assets as needed and to ensure safe and reliable storage so that they will be available when needed;
- To ensure that rules on separation of the assets are adhered to;
- To maintain the security of equipment containing confidential information;
- To label and categorise the assets and to maintain and update the asset database;
- To coordinate the delivery and receipt of all the assets;
- To arrange for the assets to be sent for repair, movement or disposal, as necessary;
- To conduct regular stock and deployment inventory checks;
- To support effective stock management by preparing reports on stock holdings, usage and ageing;
- To ensure effective management of consumables;
- To support daily operations of installs, moves, updates and changes are supported by making the correct equipment available in a timely manner;
- To facilitate audit inspections;
- 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 three (3) years of experience providing effective stock management for IT assets;
- Ability to identify a broad range of ICT hardware and ancillaries;
- Understanding of stock management principles and practices;
- Excellent 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;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- ITIL Certification;
- Experience in national, international or hybrid court systems;
- Knowledge of the functioning of the EU and in particular CSDP missions.

Position: Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 118	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 Administrative Assistant reports to the Head of Information Technology Services Unit.

Main Tasks and Responsibilities:

- To provide administrative support to the Information Technology Services Unit;
- To support attendance monitoring and administration;
- To prepare leave rosters and schedule training;
- To assist in documenting procurement activities, project planning and document management;
- To prepare documents for signature and to gather and collate reports as assigned;
- To assist in preparation and follow-up on telephone bills;
- To manage access to meeting rooms;
- To assist in budget reconciliations;
- To coordinate contractor access;
- To minute meetings and prepare summaries of transactions;
- To support administrative processes when assets need to be sent for repair, movement or disposal, as necessary;
- To support other units as required by the Registrar;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Minimum of five (5) years of progressively responsible administrative experience;
- Knowledge of general office and administrative support including administrative support to an IT unit/department;
- 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;
- At least five (5) years of experience providing effective administrative support to an IT department;
- Ability to identify and understand the terminology of ICT related documentation, such as procurement and invoicing;
- Understanding of rostering and access control systems.

Desirable

- Previous similar work experience in an international organisation or a hybrid Court system;
- Knowledge of the functioning of the EU.

Position: Protocol Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 119	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 Protocol Officer reports to the Head of Facility Management and General Services Unit.

Main Tasks and Responsibilities:

- To provide protocol and liaison services to the Kosovo Specialist Chambers Senior Management and to liaise with the Host State Authorities in this regard;
- To plan and organise hospitality arrangements such as receptions and ceremonies for the Chambers Principals;
- To plan and organise official visits to the Kosovo Specialist Chambers by high level dignitaries;
- To arrange access for all official delegations to the Kosovo Specialist Chambers premises;
- To make recommendations, provide advice and ensure compliance with the International Protocol Standards and relations with the Host State, including matters relating to diplomatic immunities and privileges for the staff members of the Kosovo Specialist Chambers;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

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

AND

- After having fulfilled the education requirements, a minimum of 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: Political Science, International Relations, Public Administration or other related university studies;
- Knowledge of protocol in a governmental or international organizations including knowledge of working with the Host Governments;
- Excellent interpersonal and communication skills in English, both written and oral;
- Tact, discretion and respect for confidentiality;
- Flexibility and problem-solving skills;
- Ability to plan and organise international meetings with participants from Governments, International Institutions and inter/non-Governmental organisations;
- 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 Dutch language;
- 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.

Position: Administrative and Protocol Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 120	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:

Administrative and Protocol Assistant reports to the Head of Facility Management and General Services Unit.

Main Tasks and Responsibilities:

- To perform various administrative and secretarial tasks, including drafting of memos, letters, faxes and other requested documents;
- To be responsible for office correspondence and other communications for the Facility Management and General Services Unit;
- To set up and maintain a proper filing system for all documents, as well as incoming and outgoing mail and electronic record-keeping;
- To assist the Protocol Officer with the related work and in the provision of guidance to staff members on matters relating to immunities and privileges;
- To receive, review and screen all incoming protocol related correspondence and documents under the guidance of the Protocol Officer;
- To assist the Protocol Officer to organize security arrangements for high-level visitors to the Registrar and to organize entry passes for visitors or other persons;
- To provide assistance in other protocol matters to the Protocol Officer, e.g. by drafting responses to routine questions;
- To support other units as required by the Registrar;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Minimum of five (5) years of progressively responsible administrative experience;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access) and typing skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- 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 experience working in an international organization or a hybrid court system;
- Knowledge of Dutch language;
- Knowledge in the field of protocol and/or event management;
- 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.

Position: Mail and Pouch Assistant	Employment Regime: Seconded/Contracted	Post Category: Secretary Level S-3
Ref. number: 121	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 Mail and Pouch Assistant reports to the Head of Facility Management and General Services Unit.

Main Tasks and Responsibilities:

- To receive all incoming mail, newspapers, express mail and parcels delivered to the Kosovo Specialist Chambers;
- To ensure that Security Protocols are enforced on all matters relating to the receipt of external mail;
- To deliver mail and parcels to and from the Kosovo Specialist Chambers to designated recipients;
- To distribute and process mail on a daily basis for the organization;
- To collect and record all incoming registered mail from the post office/courier and to sign for incoming letters delivered by courier services;
- To take outgoing correspondence to the post office/courier;
- To distribute documents on a daily basis;
- To ensure proper coding and addressing;
- To assist with the issuance and ordering of office supplies and stationery;
- To support other units 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 certificate.

AND

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

Specification of Education and Experience

- At least three (3) years of experience in handling mail, pouches, registry operations or related area;
- Minimum driving license category B;
- Tact, accuracy and discretion;
- Good communication skills in English, both written and oral;
- Ability to handle a large volume of work in an efficient and timely manner;
- Ability to work independently with minimal 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;
- Sufficient physical fitness level;
- Some physical effort, such as lifting of heavy or bulky objects etc., is required.

Desirable

- Previous experience working in an international organization or hybrid court;
- Working knowledge of Dutch;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Driver	Employment Regime: Seconded/Contracted	Post Category: Secretary Level S-3
Ref. number: 123	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 reports to the Head of Facility Management and General Services Unit.

Main Tasks and Responsibilities:

- To ensure a safe and efficient official transportation of the designated personnel of the Kosovo Specialist Chambers as required;
- To process and establish priorities for all tasks received in co-ordination with the Head of Facilities Management and General Services Unit;
- To deliver official documents to Ministries, Embassies and International Organizations in the Netherlands;
- To provide local courier services and support to the Mail and Pouch Assistant as required;
- To ensure the good up-keeping of the official vehicles by performing necessary cleaning and refuelling;
- To follow up the car maintenance according to a set schedule;
- 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 two (2) years of professional driving experience;
- Minimum driving license category B;
- Knowledge of Dutch driving rules and regulations;
- Proven safe driving record;
- Tact, discretion and diplomacy;
- Availability to undertake driving duties outside of normal official hours including weekends, if required;
- Excellent communication skills in English, both written and oral;
- Ability to undertake minor vehicle repair and infrastructure equipment repair or installation;
- 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

- Driving license category C;

- Possession of VIP driving certification such as CCV-D1 or equivalent;
- Previous experience driving VIP passengers in The Hague and the Netherlands;
- Previous experience working in an international organization or a hybrid court system;
- Trained in first aid.

Position: Senior Legal Officer (Court of Appeals)	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 133	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 position of the Senior Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the judges' chambers, in particular the Court of Appeals Panel. When deployed, the Senior Legal Officer reports to the Chef de Cabinet/Senior Legal Officer.

Main Tasks and Responsibilities:

- To provide expert advice on substantive legal and procedural issues and on case management to the judges;
- To provide extensive legal research, particularly on criminal law, international law and international criminal law;
- To coordinate and prepare draft memoranda and draft decisions/judgments based on discussions with the judges;
- To support the judges and the President's Office in the preparation and organisation of plenary meetings of judges;
- To supervise the work of the junior lawyers assigned to the Court of Appeals, including all drafting and research of the Panel;
- To manage all cases before the Court of Appeals;
- To liaise between the parties, the Registry and the Panel;
- To participate in meetings with judges and provide substantive legal advice;
- To attend judicial proceedings and hearings before the Court of Appeals;
- To maintain files on the Specialist Chambers practice and development;
- To monitor relevant developments in criminal and international law;
- To act as general liaison with persons both inside and outside the Kosovo Specialist Chambers;
- To perform any associated administrative tasks related to the efficient running of the Panel and the Specialist Chambers as a whole, including interview panels, appointment and promotion boards and contract committees;
- To undertake any other related tasks as requested by the Line Managers.

Additional Information:

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

Education and Experience:

Essential

- Successful completion of University studies with a duration of four (4) years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the 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 at least one of the following fields of expertise:
Law or other related university studies;
- A minimum of twelve (12) years of progressively responsible professional experience of which, at least five (5) years at the international level (experience at the appeals level is an asset, but not essential);
- Extensive knowledge and practical experience of international law;
- Intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives;
- Excellent interpersonal and communication skills (verbal, written and presentational) including ability to defend difficult positions;
- Excellent drafting and reporting skills in English;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian or Serbian);
- 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.

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 Deputy 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.

Position: Operational Security Team Leader	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 506	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:

In accordance with best practise and in particular the relevant article for accountability and liability and due to the confidential nature of all security matters, the chain of command and reporting line from the Special Prosecutor to the Operational Security Team Leader is a direct one. The Team leader will report to the administrative Coordinator on security related issues which are not of operational nature. Under the direction of the Special Prosecutor, the Operational Security Team Leader is the key function in the SPO security management system. The Operational Security Team Leader is accountable to the Special Prosecutor, for putting in place the security specific framework to ensure the safety and security of personnel and activities. He/she has direct access to the Special Prosecutor and submits all security plans, directives, and procedures to the Special Prosecutor for approval.

Main Tasks and Responsibilities:

- To advise the Specialist Prosecutor and all operational staff of the Specialist Prosecutor's Office (SPO) on personal, document and physical security matters related to all SPO operations and ensure the safe and comprehensive application of security measures consistent with applicable EU / Registry / Mission and internal regulations and SOPs, including:
 - To ensure timely and accurate security reporting;
 - To assist with all aspects of IT Security for the SPO;
 - To oversee use, handling and storage of secure communication equipment;
 - To oversee use, handling and storage of sensitive information and EUCI;
 - To identify the future needs of the SPO in planning, budgeting, and implementing procurement actions for goods and services as appropriate, together with supervision of the security contracts;
 - To conduct or oversee security training for SPO members in residential, office, travel and general security awareness, as well as identifying future training needs;
- To manage all operational security staff and security resources for the SPO, thereby ensuring a safe operating environment for SPO staff at the seats of the Specialist Chambers and SPO and abroad;
- Responsible for planning, tasking, and coordinating all tasking requested of SPO Operational Security Officers, together with guiding and managing their roles and performance;
- To develop, implement, update and maintain SPO security policies and procedures;
- To carry out threat/risk assessments in order to ensure appropriate SPO security measures are put in place, in a timely and effective manner;
- In accordance with established procedures cooperate with the Witness Security Team regarding threat/risk assessments as well as conduct operations in order to ensure a harmonised approach to risk mitigation for the security of SPO staff, witnesses, assets and information;
- To gather, analyse, assess and brief on information that may affect the safety and security of the SPO staff, assets, information and reputation at the seats of the Specialist Chambers and SPO and other countries as necessary, giving physical and material support as appropriate;
- To liaise and coordinate with the Registry, Host State, EU Mission and Delegation security officers and other designated security information focal points (Diplomatic / Police / Military) in any locations where the SPO operates;
- 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 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 Police/Military Academy education or specialised training on field operations, force protection and/or security in a civilian security organization.

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: Police, Military, Security or Social Sciences;
- Minimum of ten (10) years of progressively responsible experience at management level in the military, police or civilian security sector;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Ability to work in difficult, stressful circumstances on own initiative, with minimal information and sometimes alone and without direct support;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Authorised to carry and be issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Desirable

- Driving license of category C;
- Completion of the EEAS Security Officers Certification Course (MSO) highly desirable; knowledge of EU security policies and security organisation is also highly desirable;
- Experience in working with, handling and storing EU Classified Information;
- Knowledge of CSDP mission procurement;
- The position is based in one of the seats of the Specialist Chambers and SPO, but extensive duty travel will be required at short notice;
- International experience of an ESDP/CSDP, together with experience of multi-national and international organizations / Missions;
- Willingness to undertake extensive duty traveling on short notice;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions , together with an experience of international organizations/Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Working knowledge of Albanian and/or Serbian.

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

Education and Experience:

Essential

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

OR

- Equivalent 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;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- International experience of an ESDP/CSDP desirable 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.

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 or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To advise the Specialist Prosecutor on all CIS matters;
- To supervise, manage, coordinate and direct the work of the SPO CIS Team;
- To support the sensitive and open operations and activities of the SPO by delivering appropriate CIS services;
- To ensure that SPO data and CIS services are fulfilling Information Assurance principles (confidentiality, integrity, availability, non-repudiation and authenticity) through measures including:
 - ensuring the servicing and maintenance of CIS equipment and software,
 - the hardening (securing) of systems,
 - complying with relevant protocols and regulations;
- To provide CIS support and training to SPO staff members;
- To act as the point of contact on CIS matters for the Registry and other interlocutors;
- To procure necessary CIS equipment and services for the SPO;
- To write reports, operating instructions, guidelines and procedures within the CIS field;
- To manage EUCI certified systems;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

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

AND

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

Specification of Education and Experience

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

Desirable

- Experience in managing IT operations in a highly secure setting;

- Knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- Experience in managing CIS operations in a highly secure setting;
- Experience in managing CIS systems in judicial settings;
- Experience in managing ZyLAB systems, Casemap, dtSearch, Hyper-V;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Position: Case and Evidence Management Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 542	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 Case and Evidence Management Assistant reports to the Senior Legal Advisor through the Case and Evidence Manager.

Main Tasks and Responsibilities:

- To coordinate case management and electronic/hard copy document administration under the instruction and guidance of the Case Management Team Leader of;
- To assist in managing 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 assist in the maintenance and management of the SPO case management information and evidence registry systems;
- To carry out documentary evidence processing ZyLab data entry and ZyLab operator level system management;
- To document, maintain, and ensure proper handling of evidentiary items;
- To ensure correct processing, handling and storage of EUCI materials, keeping them secure at all times and separate from the rest of the evidentiary collection, adhering strictly to guidelines;
- To assist the Case and Evidence Manager and Trial attorneys in the collation and organization of evidence to be presented at pre-trial and trial;
- To provide support to the operational staff on scanning- and document review missions;
- To assist, advise and train prosecutors, analysts and CIS officers in using, developing and maintaining investigatory and prosecutorial databases;
- To assist in disclosing materials to Defence and (Pre-) Trial Chambers including tracking, collating and indexing of materials and maintaining disclosure logs;
- To undertake any other relevant task 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 ten (10) years of relevant professional experience.

Specification of Education and Experience

- At least ten (10) 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;

- 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;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Ability to perform under stress and in difficult circumstances.

Position: Senior Investigative Advisor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 543	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To advise the Senior Prosecutor regarding specific investigative strategies and actions undertaken by the Specialist Prosecutor's Office (SPO), including the methodology, timing and sequencing of their execution, with the aim of contributing to the achievement of the SPO prosecutorial objectives;
- To provide expert advice regarding the examination, interpretation and evaluation of material gathered by the SPO;
- To assist in preparing, planning, developing and coordinating activities relevant to SPO investigations, including interviewing of victims, witnesses and insiders and the gathering of evidence, as directed and supervised by the SPO Prosecutors;
- To offer specific expertise in locating and engaging with and handling persons of interest, in particular informants, witnesses and insiders, in a manner that preserves the security and integrity of the SPO investigations;
- To advise on the implementation of risk management strategies and methodologies across the full range of the SPO investigations and missions;
- To present findings and advice/feedback to the SPO management in the form of clear, concise and well-supported briefs or reports that assist in developing prosecutorial strategy;
- To advise, guide and coordinate information collection, collation and analysis tasks undertaken by the SPO investigators and analysts where appropriate, and to participate in periodic review of their progress and findings in order to present relevant material to the SPO Prosecutors;
- To develop, implement and train/mentor other team members in respect of relationship and trust-building techniques to be employed when seeking and maintaining cooperation from sensitive testimonial sources;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

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

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Criminology, Journalism, Social Sciences or other related university studies;
- At least ten (10) years of professional experience in conducting, coordinating large-scale and complex investigations with a transnational character related to war crimes, organised crime,

trafficking or serious human rights abuses, ideally through work in an international criminal tribunal or inquiry mechanism;

- Substantial experience in investigative operations team management in an international environment, including in training, mentoring and otherwise developing investigative skills;
- Substantial experience in drafting investigative reports, evidential summaries and other related documents, with excellent research, analytical and legal drafting skills;
- Significant background in working with informants, covert human intelligence sources and/or insiders, and in generating leads and evidence from such individuals, in particular in cases with extensive cross border and/or international dimensions;
- Significant background in risk management and risk mitigation of investigation operations, in particular on missions involving contacts with informants or sources in international settings;
- Experience working in diverse legal systems.

Desirable

- Experience in carrying out complex investigations related to the Western Balkans Region;
- Substantial knowledge of the functioning of international criminal courts and other investigative instances, as well as 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.