

EUROPEAN EXTERNAL ACTION SERVICE



Amendment 1 to Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office Call for Contributions 1-2020 Requirements and Job Descriptions	
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. number	Position	Availability
	<u>Seconded/Contracted</u>		
	002	Deputy Registrar	ASAP
	014	Head of Detention Management Unit	ASAP
	025	Procurement Officer	ASAP
	029	Staff Administrative Assistant	ASAP
	053 (2 positions, out of which 1 pending)	Legal Officer (Basic Court, Court of Appeal or Supreme Court)	ASAP
	054 (4 positions)	Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP
	062	Language/Administrative Assistant	ASAP
	063	Finance Assistant	ASAP
	066-1 (3 positions)	Court Interpreter (Albanian)	ASAP
	067	Reviser (Albanian into English)	ASAP

	068-1	Translator (Serbian)	ASAP
	068-2 (2 positions)	Translator (Albanian)	ASAP
	072 (pending)	Deputy Head of Detention Management Unit	ASAP
	075 (2 positions)	Language/Administrative Assistant	ASAP
	077	Protection Officer	ASAP
	078	Associate Protection Officer	ASAP
	105 (pending)	Senior Security Officer	ASAP
	106 (7 positions)	Security Officer	ASAP
	110	Developer Court Management System	ASAP
	115	Audio Visual Technician	ASAP
	133-3	Senior Legal Officer (Constitutional Court Chamber)	ASAP
	167	Finance and Budget Assistant	ASAP
	169	Safety and Training Assistant	ASAP
	170	Legal Officer Team Leader (IOR)	ASAP
	171	Finance and Budget Officer	ASAP
	172	Deputy Head of Language Services Unit	ASAP
	173	Associate Court Officer	ASAP
	174	Finance/Administrative Assistant	ASAP

	175	Information and Records Management Officer	ASAP
	176	Legal Officer	ASAP
	177	Associate Legal Officer	ASAP
	504	Executive Assistant	ASAP
	507 (3 positions)	Operational Security Officer	ASAP
	515	Witness Security and Handling Team Leader	ASAP
	521 (2 positions)	Reviser (English)	ASAP
	522	Interpreter/Translator (English/Albanian)	ASAP
	525	Associate Interpreter/Translator (English/Serbian)	ASAP
	528	Prosecutor	ASAP
	529 (2 positions)	Associate Prosecutor	ASAP
	530	Associate Legal Officer	ASAP
	532	Analyst	ASAP
	534	Associate Database and Information Officer	ASAP
	539 (2 positions)	Legal Officer	ASAP
	549	Head of Investigations (Prosecutions)	ASAP
Deadline for Applications:	16 November 2020 at 17:00 hours (Brussels time)		
Applications must be submitted:	<u>1. For candidates from the EU Member States:</u> The online Application Form, including its Addendum (Annex 3 to be filled in manually and uploaded), shall be submitted via one of the following links:		

	<p>1.1. For candidates <u>seconded</u> by their EU Member State:</p> <p>https://goalkeeper.eeas.europa.eu/registrar/</p> <p>1.2. For <u>contracted</u> candidates from EU Member States:</p> <p>https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do.</p> <p><u>2. For candidates from the Third Contributing States:</u></p> <p>The Application Form (Annex 2), available on both the EEAS website and the website of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, shall be sent to one of the following email addresses only:</p> <p>2.1. For candidates <u>seconded</u> by their Third Contributing State:</p> <p>Civilian Planning and Conduct Capability (CPCC) schr@eeas.europa.eu</p> <p>2.2. For <u>contracted</u> candidates from the Third Contributing States:</p> <p>applications@scp-ks.org.</p> <p>Only one Application Form per candidate will be accepted, the latest received within the deadline or the one submitted through the National Authorities being given a priority.</p>
Information:	<p>For additional information from National Authorities, please contact:</p> <p>Civilian Planning and Conduct Capability (CPCC)</p> <p>Mr Andre Konze schr@eeas.europa.eu Mobile: +32 46084 3848</p>

Seconded Personnel – For seconded positions, only personnel nominations received through the official channels from the EU Member States/Contributing Third States will be considered. The Contributing States will bear all personnel-related costs for the seconded personnel, e.g. 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 the 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. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty Period – Subject to the adoption of another Council Decision extending the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor's Office and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be 12 months.

The Civilian Operations Commander requests that the Contributing States propose candidates for the following international staff positions, according to the requirements and profiles described below.

I. GENERAL CONDITIONS

Citizenship – The candidates must have Citizenship of an EU Member State or of a Contributing Third State.

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.

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 tasks related with the competencies, responsibilities and functions of the respective position within the Kosovo Specialist Chambers and Specialist Prosecutor's Office, as required by the Registrar and the Specialist Prosecutor.

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 candidates should, in principle, be under the normal age of retirement in Contributing Third States.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

A. Essential Requirements

The following are essential requirements in respect of civilian international experts to the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at the level specified in the individual Job Descriptions.

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

2. Knowledge

The candidates should have 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).

3. Skills and Abilities

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.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational Skills – The candidates must have excellent organisational skills, with the ability to prioritize work to meet deadlines, and a concern for order and accuracy.

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

Driving Skills – The candidates must be in possession of a valid 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 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, depending on the job tasks and responsibilities.

III. 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 a Diplomatic Passport should be issued.

Visas – Contributing Third States and selected candidates 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.

Education diplomas(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office the university diploma or the professional certificate/diploma, depending on the Job Description, before signing the contract or taking up duties.

Required 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

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

Descriptions. 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.

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

IV. ADDITIONAL INFORMATION

Gender Balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). 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 Brussels/The Hague or by audio/video Skype/phone, before the final selection is made. Evaluation of qualified applicants may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, you may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutor's Office may contact you for clarifications and follow-ups. If seconded candidates are required to travel to Brussels/The Hague for interviews, the Contributing States will bear any related costs.

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.

Data Protection

The EEAS, and its directorate CPCC processes personal data pursuant to Regulation 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. The [Privacy statement](#) on meetings and events is available on the EEAS website. For specific information on personal data protection relating to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

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: Deputy Registrar	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-1
Ref. number: 002	Location: The Hague, the Netherlands	Availability:
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 Deputy Registrar reports to the Registrar.

Main Tasks and Responsibilities:

- Under the overall supervision of the Registrar, to assist and support with the management and co-ordination of the administrative, judicial support, information governance and other services provided by the Registry;
- To advise the Registrar on general policy issues and other matters affecting the performance of Registry functions in accordance with the Law on the Specialist Chambers and Specialist Prosecutor's office, the Rules of Procedure and Evidence and the Host State Agreement;
- To work collaboratively with the Registry's Head of Division of Administration and Head of Judicial Services Division to promote the efficient management of all Registry functions and ensure the highest professional ethical and conduct standards across the Registry;
- To coordinate Registry reporting;
- To guide and support Registry legal drafting, in particular, Rule 23 representations, staff appeals cases; Practice Directions, SOPs, cooperation agreements, directives and policies relevant to the effective provision and management of services provided by the Registry;
- As assigned by the Registrar to supervise staff, coordinate priorities and implement performance management oversight;
- To deputise for the Registrar in his/her absence;
- To undertake any other related tasks as requested by the Registrar.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's degree

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of five (5) years at management level.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law or other related university studies;
- A minimum of twelve (12) years of experience as a practicing lawyer, legal advisor or other similar function in criminal proceedings;
- Very good knowledge of criminal law and proceedings;
- Substantial managerial experience, within an international, internationalized criminal tribunal or national criminal justice system;
- Experience in applying legal expertise to analysing a diverse range of complex issues and problems and in developing innovative and creative solutions;
- Excellent analytical, drafting, planning and organisational skills;

- Excellent interpersonal and communication skills in English, both written and oral;
- Advanced leadership and people management skills and experience;
- Demonstrated sound judgment and ability to find creative and pragmatic solutions in a demanding, deadline driven environment;
- Ability to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds in a management role;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances.

Desirable

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

Position: Head of Detention Management Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 014	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Detention Management Unit reports to the Registrar through the Head of Judicial Services Division (JSD).

Main Tasks and Responsibilities:

- To perform functions and to provide advice to the Head of JSD and Registrar in connection with all aspects concerning the implementation of the operational, logistical and legal framework of the Specialist Chambers and Registry, as they apply to the detention function;
- To be responsible for the governance and management of the detention function of the Specialist Chambers and Registry;
- To make recommendations and to provide the Head of JSD and Registrar with advice on custodial and policy matters, conceptualization, development and implementation of policies and procedures, including recommending suitable provisions and mechanisms within the legal framework for the governance of the Detention Facility;
- To organise, plan, direct and supervise a suitable management and staff structure for the functions of the Detention Facility;
- To represent, liaise and negotiate for various prison management and administrative matters, with internal sectors of the Specialist Chambers, such as the Chamber, Registry Administration, as well as with external groups, including the Dutch prison and police authorities and ministries, diplomatic missions, other states Ministries of Justice and penal systems and other private and governmental entities, as necessary;
- To represent and liaise with the relevant external organizations tasked with inspecting and monitoring the Detention Facility, such as ICRC and CAT;
- To liaise and monitor the application of the Detention Facilities and Services Agreement and to raise the relevant issues via the appropriate channels;
- To liaise with the Host Prison, the Security and Safety Unit and the Dutch Transport Police (DV&O) on the operational application of any security protocols or procedures;
- To ensure that the Detention Facility operates within the relevant national and international jurisdictions and rules;
- To assist in developing and drafting internal administrative documents of the Detention Management Unit;
- To advise the Head of JSD and Registrar on the need for any amendments to the various agreements and protocols;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies with a duration of four (4) years, attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's degree

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum four (4) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in in at least one of the following fields of expertise: Penology, Prison Management, Social Sciences, Sociology, Criminology, Psychology or other related university studies;
- Minimum of seven (7) years of progressively responsible experience in Prison Management at the national or international level in custody and detention;
- Demonstrated knowledge and ability in an operational custodial setting;
- Absolute tact and discretion;
- Excellent managerial, analytical, planning and organisational skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent drafting and report writing skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds with respect for diversity.

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: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. Number: 025	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 Officer reports to the Deputy Head of Procurement Unit.

Main tasks and responsibilities:

- To conduct procurement processes in line with the organisation's rules and regulations;
- To review Terms of Reference, Technical Specifications, scopes of Work and draft tender dossiers for the purpose of eliminating any possible deficiencies in procurement;
- To issue contracts to successful tenderers and coordinate with Contract Managers a proper handover of contract management responsibilities;
- To provide assistance to respective units in the organisation, related to all procurement and contracting matters and procedures;
- To assist and advise the Head of Procurement on all legal issues related to the procurement cycle;
- To contribute to new, or critically review and propose improvements to existing ways of working, Administrative Directives, Standard Operating Procedures and Operational Instructions;
- To regularly update the unit's procurement tracking system;
- To prepare letters and memoranda, maintaining adequate records on procurement issues, and to issue reports on procurement matters;
- To maintain the roster of suppliers and to elaborate supplier selection and evaluation criteria, quality and performance measurement mechanisms;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

- A minimum of seven (7) years of relevant and proven full-time professional experience after having fulfilled the education requirements.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Economics, Finance or other related university studies;
- A minimum of four (4) years of relevant and proven experience in public procurement;
- Knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment with respect for diversity.

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: 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 Human Resources Officer.

Main Tasks and Responsibilities:

- To advise and assist the staff and interns of the Kosovo Specialist Chambers and Specialist Prosecutor's Office concerning Human Resources policies and procedures;
- To contribute to the development, implementation and review of the Human Resources strategies, policies and procedures;
- To advise the staff and interns on their benefits and entitlements in accordance with the established policies;
- To advise the staff and interns regarding the health insurance policy, and to be their point of contact for any health insurance matters;
- To process leave, home travel, other staff requests checking eligibility and compliance with the established policies and procedures, including necessary update of the respective databases/systems;
- To enter and update records in all personnel related databases/ERP system and to manage the physical files of staff and interns;
- To coordinate timely the performance evaluation process and renewal of contract/extension of tour of duty exercises for the staff and maintain relevant records;
- To coordinate with all relevant stakeholders, including Line Managers, the deployment of selected candidates, redeployment and check-in/out of staff members and interns;
- To prepare accurately the employment contracts, internship agreements and their amendments/annexes;
- To calculate the payroll, entitlements, leave balance of staff and interns in a timely and accurate manner and in accordance with the established policies and procedures;
- To draft the decision/information memoranda, communication to staff and interns on all personnel related matters and to be responsible for their accuracy;
- To plan and organise the relevant training/briefings for staff and interns;
- 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.

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma
- AND**
- A minimum of eight (8) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience:

- A minimum of seven (7) years of responsible professional full-time experience in personnel administration/financial matters, in particular calculation of payroll/staff entitlements;
- Excellent interpersonal and communication skills in English, both verbal and written;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);

- Excellent drafting skills;
- Tact, accuracy with an eye for details and discretion;
- 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

- 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 with multi-national and international organisations;
- Experience with SharePoint.

Position: Legal Officer (Basic Court, Court of Appeal or Supreme Court)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 053	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 as Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the Judges' Chambers, in either the Basic Court (Pre-Trial and/or Trial Panel), the Court of Appeal or the Supreme Court Chambers. When deployed, the Legal Officer reports to the Senior Legal Officer of the relevant Chamber.

Main Tasks and Responsibilities:

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

Additional Information:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years, attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

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 specialisation in international, criminal or humanitarian law or other related university studies;
- A minimum of four (4) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of criminal law/international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);

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

Desirable

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

Position: Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 054	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. When deployed, the Associate Legal Officer reports to the Senior Legal Officer of the relevant Chamber.

Main Tasks and Responsibilities:

- To provide specialised legal and judicial administrative support to Judges through the Senior Legal Officer or other supervisor, as applicable;
- To conduct legal research, particularly on international criminal law, international humanitarian and criminal law, international administrative law and where applicable constitutional and human rights law;
- To prepare draft memoranda, decisions and judgments, in cooperation with the Senior Legal Officer or supervisor as applicable 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.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

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 specialisation in international, criminal or humanitarian law, human rights and constitutional law as applicable 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: Language/Administrative Assistant (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 062	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma

AND

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

Specification of Education and Experience

- Fluency in verbal and written English;
- Good command of Albanian, both verbal and written;
- 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 Databases);
- Excellent interpersonal and communication skills in English, both verbal and written;
- Willingness to travel to Kosovo, Serbia and other places, as required;
- Good analytical and problem-solving skills;
- Good sense of organisation, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Experience in a similar position in an international, national or a hybrid court system;
- Experience working with possibly traumatized and vulnerable victims of serious and/or international crimes;
- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian);
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To provide financial assistance to the Victims Participation Office (VPO);
- To provide support with respect to the review, analysis and preparation of the VPO's budget and its revisions;
- To assist the Head of Victims Participation Office in explanation of resource requirements for budget submissions;
- To monitor the expenditures, compare them with the approved budget and to assist in the finalisation of budget performance reports;
- To coordinate with the Finance and Budget Unit on related issues during preparation of budget reports;
- To implement payment policies by reviewing invoices, analysing allotments and reviewing and auditing work plans;
- To review financial balances and to prepare detailed reports regarding projected requirements;
- To review, log and track invoices and to update counsel allotment database;
- To liaise with the Head of VPO 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 organisation, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Good interpersonal and communication skills in English, both verbal and written;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

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

Desirable

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

Position: Court Interpreter (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 066-1	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 Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into Albanian and English, 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 assist with orientation of new staff or freelance interpreters;
- 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 junior 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 for consideration of senior staff members;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

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;

- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Albanian is required;
- Excellent organisational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritise 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 with respect for diversity.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
- 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.

Position: Reviser (Albanian into English)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 067	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 or other senior LSU staff as designated by the Head of Language Services Unit.

Main Tasks and Responsibilities:

- To revise and/or translate a variety of texts, mostly legal, from Albanian into English;
- To coach and motivate the in-house and external translators with a view to refining their skills and overall performance (quality of output, productivity, timeliness, etc.) and assist them in solving particularly difficult problems requiring specialized knowledge and linguistic insight;
- To report on performance and development needs of the translators;
- To promote teamwork and communication in the Unit and address any issues arising in a prompt and proactive manner;
- To advise on deadlines and assignments and adapt these to changing priorities;
- To produce self-revised translations;
- To maintain a high standard of accuracy, consistency, and fidelity to the spirit, style, register and nuance of the original;
- To observe the established 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 Specialist Chambers, as appropriate;
- To produce and maintain an English style guide, identify new terminological material and validate terms submitted by other language staff;
- To participate in the selection and assessment of translation tests for language staff and external translation providers;
- To use and encourage the use of the in-house computer-assisted translation and terminology software;
- To work to deadline and produce a set volume of output, due account being taken of the difficulty of the text and specified deadlines;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree.

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Translation or other related university studies;
- At least seven (7) years of experience in translation and revision in the context of international tribunal or an international organization;
- Perfect command of English and excellent knowledge of Albanian;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organisational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritise 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 with respect for diversity.

Desirable

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

Position: Translator (Serbian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 068-1	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 Translator (Serbian) reports to the Head of Language Services Unit (LSU) or other senior LSU staff as designated by the Head of Language Services Unit.

Main Tasks and Responsibilities:

- To translate, subject to revision, a variety of mostly legal texts from English into Serbian;
- To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
- To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
- The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a Reviser;
- To translate using the in-house computer-assisted translation and terminology software;
- To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
- To identify new terminological material for the consideration of Revisers and other senior colleagues;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree.

AND

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

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;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Native command of Serbian and excellent knowledge of English is required;
- 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 organisational, interpersonal and communication (both verbal and written) skills;

- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritise 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 with respect for diversity.

Desirable

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

Position: Translator (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 068-2	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 Translator (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To translate, subject to revision, a variety of mostly legal texts from English into Albanian;
- To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
- To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
- The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a reviser;
- To translate using the in-house computer-assisted translation and terminology software;
- To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
- To identify new terminological material for the consideration of revisers and other senior colleagues;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

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;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Native command of Albanian and excellent knowledge of English is required;
- 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 organisational, interpersonal and communication (both verbal and written) skills;

- Solid writing and editorial skills, acute sensitivity to nuance and attention to detail;
- Ability to prioritise 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 with respect for diversity.

Desirable

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Education and Experience:

Essential

- Successful completion of University studies of at least three (3) years, attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualification Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree
AND
- After having fulfilled the education requirements, a minimum of ten (10) years of relevant professional experience with at least three (3) years) of experience in management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Penology, Prison Management, Social Sciences, Sociology, Criminology, Psychology or other

related university studies;

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To provide consecutive interpretation services to the Detention Management Unit;
- To assist monitoring compliance with the Rules of Detention and to report any irregularities to the Head of Detention Management Unit;
- To translate all documents for Detention Management Unit officials or other members of the Specialist Chambers and Registry;
- To select relevant gathered information from interactions and to report to the Head of Detention Management Unit on a regular basis;
- To create a filing system with separate files for each detainee containing relevant information;
- To assist in preparing confidential and public correspondence and reports for the Detention Management;
- To distribute reviews and evaluate statistical performance data, including material for annual reports, budgetary questions, performance evaluations, etc.;
- To contribute to the review, interpretation and evaluation of administrative procedures, protocols and rules;
- To advise on and prepare new guidelines, to design new and amend present administrative systems;
- To maintain active and archival records filing systems in accordance with the requirements of the Specialist Chambers and Registry;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma

AND

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

Specification of Education and Experience

- Previous experience working in an international organisation or hybrid court;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access); proficiency in text editing and lay-outing;
- Fluency in oral and written English and Albanian;
- Excellent interpersonal and communication skills in English, both written and oral;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with a minimum supervision;
- Ability to prioritise and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

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

Desirable

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

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 for inclusion into the WPSO Protection Program, in accordance with the Standard Operating Procedures (SOP);
- To provide expert advice in 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 cooperate and coordinate with the WPSO Psychologists/Support Officers on assessments and delivery of psycho-social support services to victims, witnesses and others at risk during protection operations;
- To cooperate and coordinate with the WPSO Operations Officers on travel logistics and visa and immigration matters for victims, witnesses and others at risk during protection and trial operations;
- To uphold strict confidentiality on matters relating to victims and witnesses;
- 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.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of

qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank.

AND

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

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 or 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 organisation and/or hybrid court;
- At least two years of 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;
- Excellent interpersonal and communication (both verbal and written) 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 with respect for diversity;
- 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 organisations;
- Previous operational experience in Kosovo;
- Good understanding of the political, cultural and security situation of the Balkans.

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

Reporting Line:

The Associate Protection Officer reports to the Protection Officer.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank.

AND

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

Specification of Education and Experience

- The above-mentioned University degree must be at least one of the following fields of expertise: Law Enforcement, Police or Military Sciences, Risk Management or other related university studies;
- A minimum of three (3) years of experience in working a in high risk witness protection unit, determining levels of threat and implementing witness protection schemes, which include identity change and international relocation;
- Good judgment to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Excellent interpersonal and communication (both verbal and written) 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 with respect for diversity;
- Minimum category B driving license.

Desirable

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

Additional Information

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

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	Open to Contributing Third States: No

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.

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma
- AND
- A minimum of one (1) year of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Experience in handling of detained persons;
- Experience in 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 performing of armed security related tasks;
- 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

- 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: Security Officer	Employment Regime: Seconded/Contracted	Post Category: Secretary Level S-2
Ref. number: 106	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	Open to Contributing Third States: No

Reporting Line:

The Security Officer reports to the Senior Security Officer.

Main Tasks and Responsibilities:

- To ensure the delivery of operational court and building security services to meet organisational security requirements at the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office within a 24-hour shift system;
- To control access and egress to the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in accordance with applicable institutional policies and procedures;
- To ensure the security screening of all incoming staff, visitors and deliveries through the use of technical equipment, such as x-ray machine and metal detectors;
- To ensure the safety and security of all staff, visitors and others whilst on the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To ensure the safe custody of detained persons appearing before the Specialist Chambers;
- To provide the first line response to security related incidents within the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, and to submit detailed incident reports, where necessary;
- To operate the Security Control Room, when required, inclusive of technical systems such as CCTV, Intrusion detection, Fire Alarm and communications systems;
- To attend and successfully complete all applicable mandatory training requirements;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a certificate

AND

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

Specification of Education and Experience

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

- Valid European driving license (minimum category B).

Desirable

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

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 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 System installation, support and maintenance and business continuity;
- To develop detailed system and other functional specifications and user documentation;
- To provide specialized advice to users, analysing users' requirements and translating these into new Documentum task space (xCP) applications and workflows and to determine application systems integration and linkage issues;
- To organise and perform unit and integrated testing, designing and utilising 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.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Computer Science, Information Systems or other related university studies;
- A minimum of five (5) years of progressively responsible experience in development of enterprise content management systems;
- Demonstrable knowledge of Documentum, xCP, Java and GIT;
- Experience with PRINCE 2 or equivalent project management approaches;
- Effective project management and collaboration 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 with respect for diversity.

Desirable

- International experience, particularly in an international organisation or a court system;
- Industry qualifications in enterprise content management systems (e.g. E20-495 xCelerated Composition Platform (xCP) Application Development Certification);
- Comprehensive knowledge of and the use of entity relationship, use case and data flow diagrams;
- Experience with design, development and maintenance of J2EE applications based on Documentum Java WDK.

Position: Audio Visual Technician	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 115	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 Audio Visual Technician reports to the Courtroom Technology Supervisor.

Main Tasks and Responsibilities:

- To assist in the deployment of the Audio Visual infrastructure by deploying and configuring a variety of technical systems;
- To provide the first and second level technical support for a wide range of audio visual systems, including maintenance to ensure that downtime is minimised;
- To maintain and update trouble tickets using the helpdesk information system and to be responsible for ensuring that all the trouble tickets are closed within an agreed service level;
- To receive hardware, software, network and system problem reports via telephone, email or in person;
- To be responsible for identifying and flagging problems arising from recurring, systematic or procedural defects, software or AV technologies implementation, and subsequently initiating action to resolve them;
- To assist in all the phases of AV hardware/software specification, purchase, implementation and operation by providing experience and guidance from a support perspective;
- To assist and support the AV Directors in executing their duties;
- To provide status reports on equipment functionality and availability;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

Desirable

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

Position: Senior Legal Officer (Constitutional Court Chamber)	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 133-3	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 Senior Legal Officer (Constitutional Court Chamber) reports to the Chef de Cabinet/Senior Legal Officer.

Main Tasks and Responsibilities:

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

Additional Information:

- The position of Senior Legal Officer (Constitutional Court Chamber) is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the Judges' Chambers, in particular the Constitutional Court Chamber. Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's degree

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum three (3) years of management 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 or in the field of constitutional or human rights law;
- Extensive knowledge and practical experience of international law and constitutional 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 cultural backgrounds with respect for diversity.

Desirable

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

Position: Finance and Budget Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 167	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 and Budget Assistant reports to the Finance and Budget Officer.

Main Tasks and Responsibilities:

- To assist the Finance and Budget Officers in the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in line with the relevant internal and EU rules, legal instruments, planning documents and instructions;
- To assist the Finance and Budget Officers with identifying needs for goods and/or services specifically required, technically defining the appropriate requirements to cover these needs and participating, as appropriate, in the correspondent processes to procure these goods and services;
- To assist with the internal process of validation and approval of financial commitments including availability of funds, procurement thresholds and the correct classification to budget lines;
- To assist in analysing budget data, finalising cost estimates, monitoring expenditures, and coordinating reallocation of expenditures into other budget lines, if necessary and forecasting;
- To assist with the implementation of payments (including payroll), collection of revenue and recovery of the amounts established as being receivable;
- To assist in the management and safekeeping of petty cash and other means of payment;
- To assist in preparing, presenting and maintaining the accounts including establishing the accounting rules, methods and the chart of accounts;
- To assist in the reconciliation of Fixed Assets, in coordination with the Office of the Head of Division of Administration;
- To assist in managing, coordinating and preparing for internal and external audits;
- To assist in liaising and cooperating on financial and budgetary issues with the relevant internal and external actors, including drafting routine correspondence;
- To assist in ensuring the data integrity, accuracy and timely submission of internal and external budgetary and financial reports;
- To produce, gather, maintain and keep up-to-date files, documents, reports and guidelines, as well as to scan, archive them and ensure their safekeeping;
- To assist with a variety of assignments requiring extensive research and data analysis, as well as to provide support to other staff of the Finance and Budget Unit on budgetary accounting and treasury matters, payments and travel entitlements, when necessary;
- To assist in developing and implementing essential policies, tools and internal controls for financial, reporting and budgeting processes;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Level of secondary education attested by a diploma

AND

- A minimum of eight (8) years of relevant professional experience after having fulfilled the education requirement.

Specification of Education and Experience

- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, etc.);
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving 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 with respect for diversity.

Desirable

- Relevant work experience in an EU institution, CSDP Mission, international organisation or hybrid criminal court;
- Qualification in at least one of the following fields of expertise: Economics, Finance, Accounting, Budgeting or related;
- Knowledge of EU financial rules and regulations;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Safety and Training Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL- 4
Ref. Number: 169	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/Division of Administration /Security & Safety Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Safety and Training Assistant reports to the Safety and Training Coordinator.

Main tasks and responsibilities:

- To administer, manage and review training records in order to identify and record all training attendance, results and performance factors applicable for the purpose of audit, review and performance measurement;
- To assist in the execution of safety audits, risks assessment, specific analysis, evaluation reports and workplace inspections to maintain safe housekeeping;
- To develop and implement training courses, undertaking instructional roles when required;
- To assist in the coordination of services with internal and external interlocutors relating to training services, maintenance of technical systems and compliance;
- To assist and/or substitute for the Safety and Training Coordinator in relation to daily management of Fire and Safety systems for operational and maintenance purposes;
- To monitor technical competence parameters in relation to Control Room Operations as part of continual reinforcement training for applicable staff;
- To revise and monitor adherence to organisational safety and evacuation plans, such as safety and house rules to reduce event likelihood;
- To fulfil the operational tasks of a Security/Senior Officer as and when required;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma

AND

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

Specification of Education and Experience

- Relevant experience in Police, Military, Judicial, security environment, international, hybrid or national criminal court;
- Demonstrable experience in the implementation and delivery of security/safety training and programs;
- Successful completion of a recognised firearm's 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;
- Experience in the use of integrated security systems and complex control room operations;
- Experience in handling of detained persons;
- Valid driving licence of at least B category for motor vehicles and proven safe driving record;
- Good communication skills in English, both written and oral;

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

Desirable

- First Aid and/or Fire and Safety certification;
- Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, Armoured Vehicle, Detainee Transport etc.;
- Working knowledge of the Dutch language;
- Knowledge of Host State fire and safety regulations with prior experience of organisational safety program alignment;
- Demonstrable competence with standard office desktop applications;
- Demonstrable instructional experience in security/safety related disciplines.

Position: Legal Officer Team Leader (IOR)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 170	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 Legal Officer Team Leader reports to the Deputy Registrar/Registrar.

Main Tasks and Responsibilities:

- To research and draft legal memoranda and other legal documents on all matters related to the mandate and functioning of the Specialist Chambers;
- To advise the Registrar and Deputy Registrar on external and internal legal matters, including cooperation arrangements with other entities, contracts, and staff issues;
- To advise the Registrar and Deputy Registrar on the interpretation and application of the Specialist Chambers' constitutive and internal legal instruments;
- Under the direction of the Registrar, to draft, review and ensure the quality of the Registry's filings before the Specialist Chambers and to manage staff appeals litigation and cases;
- To advise the Registrar on legal matters related to detention, transfer, counsel, legal aid, victims and witnesses issues, and other relevant legal matters related to proceedings;
- To coordinate, as required, with the Head of Division of Administration and the Head of the Judicial Division on legal matters,
- To coordinate and direct the day to day work of the Legal Team within the Immediate Office of the Registrar ('IOR'), any external legal services, and IOR interns;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

- A minimum of ten (10) years of progressively responsible professional experience, including at least (2) years of litigation experience after having fulfilled the education requirements.

Specification of Education and Experience

- The above mentioned University degree must be in Law or other relevant university studies; if the latter, the candidate is otherwise qualified to practice law in a domestic jurisdiction;
- A minimum of ten (10) years of professional experience in the legal field or as a practising lawyer or legal advisor in the field of justice;
- Excellent interpersonal and communication skills in English, both written and oral and, in particular, legal drafting skills;
- Excellent organisational skills and ability to work with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Previous case management and criminal or human rights litigation experience;
- Previous work experience in a Law firm, domestic practice, or in Chambers or the Registry of an international or hybrid criminal tribunal;
- 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: Finance and Budget Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 171	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 and Budget Officer reports to the Deputy Head of Finance and Budget Unit.

Main Tasks and Responsibilities:

- To support the Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in line with the relevant internal and EU rules, legal instruments, planning documents and instructions, including the management of daily tasks of the assigned Section of the Finance and Budget Unit and distribution of work to assigned staff;
- To be responsible for the internal process of validation and approval of budgetary commitments, payments (including payroll), safekeeping of petty cash, management of other means of payment, collection of revenue and recovery of amounts established as being receivable, including availability of funds, procurement thresholds and the correct classification to budget lines, analysis of budget data, cost estimates, monitoring of expenditures and coordination of reallocation of funds when necessary;
- To prepare, present and maintain the accounts including establishing accounting rules, executing reconciliation (bank, fixed assets, etc.), managing, coordinating and preparing for internal and external audits;
- To assist in liaising and cooperating on financial and budgetary issues with the relevant internal and external actors, including drafting routine correspondence;
- To produce, gather, maintain and keep up-to-date and ensure the integrity, accuracy and, when applicable, timely submission of files, documents, internal and external budgetary and financial reports;
- To be responsible for a variety of assignments requiring extensive research and data analysis, including providing support to the staff members of the Finance and Budget Unit on budgetary, accounting, payments, travel entitlements and treasury matters, when necessary;
- To develop and implement essential policies, tools, internal controls and training materials for financial reporting and budgeting processes;
- To advise and support in identifying needs for goods and/or services specifically required, in technically defining the appropriate requirements to cover these needs and in participating, as appropriate, in the correspondent processes to procure these goods and services;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Economics, Finance, Management, Accounting, Budgeting or other related university studies;
- Experience in the implementation of budgetary and financial processes and regulations;
- Excellent computer skills in MS Office applications;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to prioritise 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 working relations as a team member in a multi-cultural and multi-national environment.

Desirable

- Relevant work experience in an EU institution, CSDP Mission, international organisation or hybrid criminal court;
- Knowledge of the EU financial rules and regulations;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position Name: Deputy Head of Language Services Unit	Employment Regime: Seconded/Contracted	Post Category for Contracted: Management Level ML-1
Reference number: 172	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/Judicial Services Division/Languages Services Unit	Level of Security Clearance: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Head of Language Services Unit reports to the Head of Language Services (LSU).

Main Tasks and Responsibilities:

- To deputise for and carry out the duties and responsibilities of the Head of LSU, as required;
- To assist the Head of LSU and provide advice on planning, organizing and managing the work of the Unit;
- To recommend action to the Head of LSU on personnel, budgetary, procedural and other matters relating to the efficient operations of the language service;
- To assist the Head of LSU in preparation and review of the LSU budget proposals, as well as in the management and implementation of the approved budget;
- To assist the Head of LSU in formulating instructions and guidelines governing the work of translators, revisers and interpreters and oversee their implementation, as required;
- To supervise and manage the LSU staff and contractors, as required, and to promote the best utilization of their skills and experience;
- Depending on specific qualifications and previous experience, to perform the duties of senior interpreter and/or reviser in his/her working languages; to make authoritative linguistic determinations and to direct the conduct of terminological and referencing research, as required;
- To assist the Head of LSU in organising the testing of candidates for employment, including prospective freelance and contractual translators, interpreters and revisers, and make recommendations for selection;
- To draft necessary terms of reference and other technical requirements (reflecting industry standards) for framework contracts for language services, as required, in cooperation with the Procurement Unit;
- To represent LSU in internal and external meetings of the organisation and to liaise with other units, as required, in order to optimise coordination within the organization;
- To establish and maintain contacts with corresponding institutions and professional organisations, as required, with a view to adopting best practices and developing good cooperation;
- To undertake any other related tasks as required by Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years, attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree

AND

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of three (3) years of management 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, Law, Interpretation and/or Translation Studies or other related university studies;
- A minimum of three (3) years of management experience in an international organisation or international or hybrid court;
- A minimum of seven (7) years of conference interpretation or translation experience, preferably in the context of an international organisation or international or hybrid court;
- Experience in organising the provision of language services, recruiting and managing freelance interpreters and/or translators;
- Excellent analytical, planning, organisational, drafting and IT skills;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Demonstrated ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationship with people from different national and cultural backgrounds with respect for diversity.

Desirable

- Knowledge of established practices and recent developments in language services in the EU context;
- 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 Court Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. Number: 173	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 Associate Court Officer reports to the Head of Court Management Unit.

Main Tasks and Responsibilities:

- Under the guidance of the Court Officer and/or Head of Court Management Unit, to assist in the daily coordination of the court services in the Specialist Chambers and Registry;
- To receive, record and file documents submitted to the Registry;
- To assist the Court Officer in making all necessary arrangements for court proceedings, including the coordination of provision of interpretation, transcription and technical services, as required;
- To liaise with other court support staff, including Court Clerks and transcript coordinators, ensuring smooth management of the cases before the Specialist Chambers;
- To represent and perform the functions of the Registry in court proceedings, on behalf of the Registrar or the Deputy Registrar, including opening the hearing and preparing minutes or summaries of proceedings;
- Under guidance of the Court Officer and/or Head of Court Management Unit, to handle and process exhibits and other case materials (in hard copy or electronic format) in accordance with the established rules, practices and procedures;
- Under guidance of the Court Officer and/or the Head of Court Management Unit, to respond to questions from the Specialist Chambers relating to the Registry matters;
- To provide advice on procedural matters to judges, parties and diplomatic bodies, under the guidance of the Court Officer and/or Head of Court Management Unit;
- To assist in maintaining the Court Calendar;
- To assist in reviewing and updating procedures and guidelines related to courtroom activities;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

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;
- 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, such as Adobe Acrobat pro, 7zip, Office, caseMap, iBase, TRM, Zylab, or e-discovery software);
- Excellent organisational, interpersonal and communication skills, both written and oral;
- Absolute tact and discretion;
- Ability to work productively in a fast-paced, team-oriented environment, remain calm and produce accurate work under pressure and in difficult circumstances;
- Ability to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Experience with criminal cases involving witness protection and other measures to protect confidential evidence or information;
- 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: Finance/Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 174	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Witness Protection and Support Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To provide financial assistance, administrative and organisational support to the Witness Protection and Support Office and to act as a focal point in contacts with the Finance Unit;
- To comply with the Office's financial circuit requirements and manage its imprest account and to liaise and cooperate on financial issues with the other relevant actors;
- To assist with the internal process of validation and approval of financial commitments with regards to availability of funds and procurement thresholds;
- To assist with the implementation of payments, collection of revenue and recovery of amounts established as being receivable;
- To assist in preparing, presenting and maintaining the accounts and in ensuring the safe-keeping of financial supporting documentation;
- To assist in ensuring the integrity, accuracy and timely submission of internal and external financial reports;
- To assist in liaising and cooperating on financial issues with the relevant internal and external actors (including banks), including drafting routine correspondence;
- To assist in developing and implementing internal policies, tools and controls for financial processes, including advising on the office's confidential and non-confidential finance processes;
- To be responsible, as a cashier, for the daily book keeping and to execute payments in cash and via bank transfer;
- To support and assist in the preparation of monthly end balance and account and budget reconciliations, as requested;
- To assist in preparing confidential and public correspondence and reports for the Legal/Administration Officer;
- To file, prepare and maintain administrative and finance related documents according to the audit needs;
- To distribute reviews and evaluate statistical data, including material for annual reports, budgetary questions, performance evaluations, etc.;
- To minute meetings and prepare summaries of transactions;
- To provide financial and administrative support and expertise to the staff;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma

AND

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

Specification of Education and Experience

- Competency in using PC based accounting systems (i.e. QuickBooks Pro, SAGE, SUN etc.) and MS Office applications (Excel, Word, PowerPoint, Access);
- Very good interpersonal and communication skills in English, both written and oral;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to prioritize and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to work in a security-sensitive environment with emphasis on confidentiality and absolute integrity;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Qualification in at least one of the following fields of expertise: Economics, Finance, Accounting, Budgeting or related;
- Knowledge of the EU financial rules and regulations, including budget procedures;
- Previous similar work experience in an EU institution, CSDP Mission or an international organisation or a hybrid court system;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office: Albanian and/or Serbian.

Position: Information and Records Management Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 175	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 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 and content management systems and to help to administer electronic document and records management systems;
- To coordinate space management within internal repositories in accordance with best practices 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 and content management systems of the Specialist Chambers;
- To manage Library services including supervising the assigned staff, interns and contractors, developing user requirements, optimizing Library systems and acting as task officer for Library procurement activities;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

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 in Electronic Document and Records Management Systems or Content Management Systems;
- Demonstrable competence with Microsoft Office applications;
- Supervisory experience;
- Tact, discretion and respect for confidentiality;
- Excellent drafting and communication skills in English, both written and oral;
- Excellent organisational 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 with respect for diversity.

Desirable

- Experience working with national or international court records or archives;
- A qualification in the field of library, archives, records or database management;
- Knowledge of digital preservation strategies and trusted digital repositories, including a basic understanding of ISO 14721:2012 (Open archival information system (OAIS) — Reference model);
- Experience in SharePoint and/or Microsoft 365;
- Knowledge of Integrated Library Systems and/or Electronic Discovery platforms (EDS);
- 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 Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 176	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 Legal Officer reports to the Deputy Registrar through the Legal Officer Team Leader.

Main Tasks and Responsibilities:

- Under the day to day supervision of the Legal Officer Team Leader in the Immediate Office of the Registrar ('IOR'), to perform legal research and draft memoranda and other legal documents on all matters related to the functioning and mandate of the Specialist Chambers;
- To undertake review of legal documents, including internal rules, policies, practice directions and instructions; primarily to identify important issues, similarities, and inconsistencies and to provide advice on the application of those legal documents to specific factual circumstances;
- To conduct in-depth legal research using multiple research sources and provide advice on the applicable law, including international human rights law, public and private international law, and international administrative law;
- To assist the Legal Officer Team Leader in the drafting and preparation of Registry court filings;
- To provide input and assistance on external and internal legal matters, including matters related to detention, legal aid, cooperation agreements and other relevant legal matters related to proceedings;
- To analyse and provide advice on the application of the Specialist Chambers' constitutive instruments;
- To coordinate with other Registry staff and units on a variety of legal matters, as required;
- To support the work of the IOR by drafting reports, communications, and other materials related to the mandate of the Specialist Chambers, as required;
- To undertake any other related tasks as requested by the Registrar or the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in Law;
- Professional understanding and experience in research and analytical tools/applications and specialised court management software;
- Demonstrated sound judgement;
- Excellent legal drafting and reporting skills;
- Ability to prioritise and manage a high workload independently when required;
- 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 with respect for diversity.

Desirable

- Substantial litigation experience, including in either prosecution/defence in a national jurisdiction, hybrid national and/or international court or international tribunal;
- Experience in applying expertise to analyse a diverse range of complex and unusual legal issues and problems, and in developing innovative and creative solutions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Associate Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 177	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/Judicial Services Division/Detention Management Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Legal Officer reports to the Head of Detention Management Unit and Head of Judicial Services Division.

Main Tasks and Responsibilities:

- To provide expert legal advice to the Head of Detention Management Unit (Chief Detention Officer) on all matters related to the proper functioning of the Detention Facility;
- To conduct legal research, particularly on international standards related to deprivation of liberty, including international human rights law, international criminal law and international administrative law;
- To draft rules, instructions, practice directions, orders and procedures on detention matters;
- To review requests from Detainees and their Counsel, prepare draft memoranda, decisions and other documents for consideration by the Chief Detention Officer, Head of Judicial Services Division and/or Registrar as appropriate;
- To undertake legal analysis of judgments and decisions related to the work of the Detention Management Unit;
- To liaise with relevant partners, in particular with inspection authorities, as appropriate;
- To monitor relevant developments in international law and practices as it relates to the management of the Detention Facility;
- To undertake any other related tasks as requested by the Line Managers.

Additional Information:

The post-holder will be primarily based in the Detention Facility of the Kosovo Specialist Chambers. Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

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 specialisation in international, criminal or humanitarian law, human rights, constitutional law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Knowledge and practical experience in applying legal expertise to a diverse range of complex legal issues;
- Excellent problem-solving abilities;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills and the ability to conduct comprehensive legal research;
- Flexibility, resilience and the 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 international standards related to detention, international penal law and practice, 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: Executive Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 504	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Executive Assistant reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- To provide assistance and support to the Specialist Prosecutor/Deputy Specialist Prosecutor, and in the Immediate Office of the Specialist Prosecutor, on operational/administrative and secretarial tasks, including drafting of memos, letters, e-mails and other requested documents, also providing editorial inputs, where applicable;
- To schedule appointments and meetings, maintain calendar, schedules and changes and to timely communicate relevant information to the appropriate internal and external parties, and to ensure timely preparation of documentation and reports for the scheduled meetings;
- To organise meetings and receive officials, members of the diplomatic corps and international organisations, judiciary and other relevant interlocutors and to co-ordinate with their corresponding assistants;
- To coordinate and attend, where appropriate, all travel arrangements for the Specialist Prosecutor/Deputy Specialist Prosecutor;
- To accompany the Specialist Prosecutor and Deputy Specialist Prosecutor to meetings and events, as required, making all necessary preparations and taking minutes;
- To be responsible for the effective and appropriate management of the records and archives of the Immediate Office of the Specialist Prosecutor, also setting up and maintaining a proper filing system for all documents, including incoming and outgoing mail and electronic record-keeping;
- To ensure the proper handling of confidential documentation and related information;
- To assist Operational Support Officers, where necessary;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma

AND

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

Specification of Education and Experience

- Minimum of seven (7) 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 (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent sense of organisation, ability to identify priority assignments and activities and to manage efficiently multiple tasks;

- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- 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 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 with public information management and with diplomatic and/or rule of law contacts;
- Experience as an assistant to senior level diplomatic, political, legal/justice officials;
- Experience and good understanding of Administration Practices, Rule of Law and Civilian Crisis Management Interventions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Serbian or Albanian.

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/ Operational and Witness Security Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Operational Security Officer reports to the Deputy Specialist Prosecutor through the Head of the Operational and Witness Security Unit.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Police, Military, Security or Social Sciences or other related university studies;
- Ability to analyse information;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- Demonstrated sound judgement;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Willingness/preparedness to undertake extensive duty traveling on short notice;
- 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 and in difficult circumstances;
- Ability to build trust and establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

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;
- International experience in ESDP/CSDP or multinational or international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

Position: Witness Security and Handling Team Leader	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 515	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Operational and Witness Security Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Witness Security and Handling Team Leader reports to the Head of the Operational and Witness Security Unit.

Main Tasks and Responsibilities:

- To act as the principal adviser to the Deputy Specialist Prosecutor and the Head of Operational and Witness Security Unit on all witness security operational and administrative related matters for witnesses for whom the Specialist Prosecutor's Office (SPO) is responsible;
- To implement appropriate temporary protection measures on the basis of duty of care where there is a credible and immediate threat of physical harm to potential witnesses and other entitled persons in the SPO proceedings, in accordance with applicable rules of procedure and evidence and existing national legislation and on the basis of international arrangements to which the SPO is a party;
- To oversee and conduct assessments of witness considered at threat of physical harm as a result of their participation in the SPO proceedings for referral to the Registry's Witness Protection and Support Office for consideration for inclusion in protection programs;
- To provide coordination and assistance to the Registry's Witness and Protection and Support Office and case handlers in the implementation of protection programs;
- In coordination with the Head of the Operational and Witness Security Unit and the (Senior) Operational Support Officer of the Immediate Office of the Specialist Prosecutor, to ensure effective management, supervision and control of human, financial and physical resources of the Witness Security and Handling Team and to oversee administrative activities;
- To establish, implement and ensure compliance with the SPO policies, protocols and Standard Operation Procedures (SOPs) in conformity with the EU policies and Best Practices, in order to ensure proper management and oversight of the Witness Security and Handling Team and entitled persons;
- Under the guidance of the Head of the Operational and Witness Security Unit, to establish, maintain and develop professional contacts with the Registry's Witness Protection and Support Office and the heads of witness protection units across Europe and globally, as well as with international organisations and institutions dealing with witness protection;
- To prepare initial drafts of the international arrangements in the area of witness security with the countries willing to cooperate with the SPO and Kosovo authorities and ensure coordination of documents at a technical level;
- In accordance with the SOPs, ensure the necessary coordination at tactical level with other relevant authorities;
- To set a strategy in the development of the SOPs safe place security policies and procedures, to control and coordinate them and to ensure that they are followed and updated or amended, when necessary;
- To manage proposals regarding further actions in case a protected person breaches conditions of his/her protection;
- To act in accordance with established procedures regarding threat/risk assessments as well as conduct operations in order to ensure a harmonised approach to risk mitigation for the security of the SPO staff, witnesses, assets and information;

- To advise, assist, train and coordinate the SPO staff training in operational techniques;
- Under the supervision of the Head of the Operational and Witness Security Unit, to assist and provide subject matter expertise on the SPO mission specific risk assessments and risk management plans;
- To act as police;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum three (3) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law, Police or Military Science, Psychology or other related university studies;
- A minimum of three (3) years of experience in a supervisory or managerial position in implementing witness protection measures;
- Knowledge of the witness protection measures across EU;
- Experience of international cooperation and liaison in the area of the witness protection;
- Ability to analyse and integrate diverse information from varied sources; ability to handle sensitive matters and follow trends in the administration of diverse programmes;
- Good knowledge of witness protection laws and regulations across the EU as well as international treaties and agreements related to witness protection;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational, planning and time-management skills;
- Demonstrated sound judgement;
- 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;
- Authorised to carry and 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 organisations;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

The Reviser reports to the Senior Legal Advisor through the Language Services Officer (Team Leader).

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Social Sciences or other related university studies;
- A minimum of seven (7) years of experience as an Interpreter/Translator or Reviser of which at least three (3) years in an international criminal or hybrid tribunal or international organisation;
- Knowledge of legal terminology, including criminal and/or civil law;
- Demonstrated ability to build trust and working with people from different national and/or cultural backgrounds;
- Very good judgement skills especially when supporting the SPO staff in the field;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Excellent communication skills and professional proficiency in English, Albanian and/or Serbian;
- 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

- Accredited Translator/Interpreter;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisation.

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

Reporting Line:

The Interpreter/Translator (English/Albanian) reports to the Senior Legal Advisor through the Language Services Officer (Team Leader).

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Social Sciences or other related university studies;
- A minimum of seven (7) years of experience as an Interpreter/Translator or Reviser, of which at least three (3) years in an international criminal or hybrid tribunal or international organisation;
- Knowledge of legal terminology, including criminal and/or civil law;
- Excellent interpersonal and communication skills in English, both written and oral, and professional proficiency in English and Albanian;
- Very good judgement skills, especially when supporting the SPO staff in the field;

- Tact, accuracy and discretion in handling sensitive and confidential information;
- 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

- Accredited Translator/Interpreter;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisation.

Position: Associate Interpreter/Translator (English/Serbian)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 525	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Division of Prosecution and Investigation/Disclosure and Evidence Unit/Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Interpreter/Translator (English/Serbian) reports to the Senior Legal Advisor through the Language Services Officer (Team Leader).

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma

AND

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

Specification of Education and Experience

- A minimum of ten (10) years of progressively responsible professional experience of which at least three (3) years as an Interpreter/Translator or Reviser in an international criminal or hybrid tribunal or international organisation;
- Knowledge of the latest language technology, including translation and data management tools;
- 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

- Accredited Translator/Interpreter;
- Knowledge of legal terminology including criminal and/or civil law;

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

Position: Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 528	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Division of Prosecution and Investigation/Trial Team Unit (Trial Teams)	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Prosecutor reports to the Deputy Specialist Prosecutor through the Head of Investigations (Prosecutions).

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise: Law or other related university studies;
- A minimum of ten (10) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least seven (7) years in serious crimes and with substantial in-court advocacy experience in criminal proceedings;
- Experience working in diverse legal systems;
- Ability to coordinate the work of others, to work towards deadlines and handle concurrent activities;

- Demonstrated sound judgement;
- 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 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 conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions.

Position: Associate Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 529	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Division of Prosecution and Investigation/Trial Team Unit (Trial Teams)	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Prosecutor reports to the Head of Investigations (Prosecutions) through a Prosecutor.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise: Law or other related university studies;

- A minimum of seven (7) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least five (5) years in serious crimes;
- Experience working in diverse legal systems;
- Demonstrated sound judgement;
- 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 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 conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

Reporting Line:

The Associate Legal Officer reports to the Head of Investigations (Prosecutions) through the Prosecutor.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in Law or any other qualifying degree or legal qualification;
- Experience in dealing with complex investigations or prosecutions with a transnational character related to war crimes, organised crime, financial crimes, or trafficking in human beings;

- Professional understanding and experience in research and analytical tools/applications and specialised court management software;
- 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 investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions.

Position: Analyst	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 532	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Division of Prosecution and Investigation/Investigations and Analysis Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Analyst reports to the Head of Investigations (Prosecutions).

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law, Police Science, Intelligence, Criminology, History, Social Sciences or other related university studies;

- A minimum of seven (7) years of progressively responsible professional experience in the Police/Military/criminal justice system, or a related field, in particular with regard to international criminal investigation and prosecution;
- Extensive and progressive professional experience in evidence analysis and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Comprehensive knowledge of research and analytical techniques.
- Demonstrated ability to edit and critically assess expert and analytical reports;
- Excellent working knowledge of analysis and document management software and tools;
- Ability to acquire useful information from a variety of sources and excellent writing skills for drafting accurate reports;
- 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 investigation and prosecution/defence of war crimes or organised crime in a national jurisdiction, hybrid national or international court or tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Working knowledge of written and spoken Albanian and/or Serbian.

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

Reporting Line:

The Associate Database and Information Officer reports to the Senior Communication and Information Systems (CIS) Officer.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

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

Specification of Education and Experience

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

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, hybrid national/international courts and international tribunals;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 539	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in Law;
- Professional understanding and experience in research and analytical tools/applications and specialised court management software;
- Demonstrated sound judgement;
- Excellent legal drafting and reporting skills;
- Ability to prioritise and manage a high workload independently when required;
- 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 with respect for diversity.

Desirable

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in a national jurisdiction, hybrid national and/or international court and international tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Head of Investigations (Prosecutions)	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 549	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Division of Prosecution and Investigation	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Investigations (Prosecutions) reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- To conduct, in close collaboration with the Senior Prosecutor, the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including devising and contributing to the implementation of prosecutorial strategies and objectives;
- To supervise, manage, coordinate and direct the work of staff of the Division of Prosecution and Investigation, including those in the Investigations and Analysis Unit, Trial Team Unit (Trial Teams) and Disclosure and Evidence Unit;
- To coordinate and oversee daily investigative and prosecutorial tasks;
- To assist in indictment and evidence reviews;
- To ensure operational coordination with teams managed by the Head of Operational and Witness Security Unit;
- To advise the Specialist Prosecutor/Deputy Specialist Prosecutor on investigative and prosecutorial strategy, including the management of risks associated with or as the result of investigative and other witness related operations;
- To be the lead planner for the SPO investigative operations conducted jointly with the external supporting units;
- To act as a Prosecutor;
- To be the point of contact for Interpol, Europol and other police/investigative coordination organisations;
- To develop, maintain and ensure compliance with the internal guidelines and best practices regarding SPO's investigative practices;
- To ensure that the staff members working under his/her responsibility identify and report lessons learned and best practices within their respective fields of responsibility, and to foster continuous learning and development or revision of the best practices;
- To act as project manager for procurements related to the provision of criminal investigation support;
- To undertake any other related tasks as requested by Line Managers.

Essential Qualifications and Experience:

Essential

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested Police or/and Military education or training or an award of an equivalent rank

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum four (4) years of management 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, Social Sciences or other related university studies;
- Experience in conducting and coordinating prosecutions and complex investigations with a transactional character related to war crimes, organised crime or in human trafficking, ideally through work at a hybrid or an international criminal tribunal;
- Experience in risk management of investigations operations, including reviewing security and risk analysis in particular for international operations;
- Work experience in diverse legal systems;
- Advanced leadership and people management skills and experience;
- Demonstrated ability to establish/review priorities, to plan and to exercise control;
- Demonstrated ability to engage with senior officials/governmental level decision makers;
- Demonstrated ability to mentor and motivate staff;
- 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 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 as a Prosecutor, Judge or admission to practice in a national jurisdiction;
- Willingness to undertake extensive duty traveling on short notice;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.