

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office Call for Contributions 2-2021 Requirements and Job Descriptions</b>	
<b>Organisation:</b>	<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b>
<b>Job Location:</b>	<b>The Hague, the Netherlands</b>
<b>Employment Regime:</b>	<b>As indicated below</b>

<b>Job Titles/Vacancy Notice:</b>	<b>Ref. number</b>	<b>Position</b>	<b>Availability</b>	
	<u><b>Seconded/Contracted</b></u>			
	014	Head of Detention Management Unit	ASAP	
	025 (pending)	Procurement Officer	ASAP	
	027	IT Helpdesk Assistant	ASAP	
	030	Finance and Budget Officer	ASAP	
	049	Court Officer	ASAP	
	053 (pending)	Legal Officer (Basic Court, Court of Appeal or Supreme Court)	ASAP	
	054 (pending)	Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP	
	060	Language/Administrative Assistant (Albanian/Serbian)	ASAP	
062 (pending)	Language/Administrative Assistant (Albanian)	ASAP		
072 (pending)	Deputy Head of Detention Management Unit	ASAP		

083 (pending)	Operations Assistant (Operations)	ASAP
106 (pending)	Security Officer	ASAP
133-3 (pending)	Senior Legal Officer (Constitutional Court Chamber)	ASAP
155 (pending)	Security Information and Coordination Officer	ASAP
162 (pending)	Court Records Assistant	ASAP
167	Finance and Budget Assistant	ASAP
183	Senior Court Officer	ASAP
184	Information Technology (IT) Security System Administrator	ASAP
507 (pending)	Operational Security Officer	ASAP
516 (pending)	Witness Security Officer	ASAP
522 (pending)	Interpreter/Translator (English/Albanian)	ASAP
528 (pending)	Prosecutor	ASAP
529	Associate Prosecutor	ASAP
530 (pending)	Associate Legal Officer	ASAP
531	Senior Analyst	ASAP
539	Legal Officer	ASAP
543	Senior Investigative Advisor	ASAP
555 (pending)	Legal Officer (Immediate Office of the Specialist Prosecutor)	ASAP
559	Assistant Interpreter/Translator (English/Albanian)	ASAP

	560	Associate Case and Evidence Manager	ASAP
	ST053	Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP
	ST530	Associate Legal Officer	ASAP
<b>Deadline for Applications:</b>	<b>31 August 2021 at 17:00 hours (Brussels time)</b>		
<b>Applications must be submitted:</b>	<p><b><u>1. For candidates from the EU Member States:</u></b></p> <p>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> <p><b>1.1. For candidates <u>seconded</u> by their EU Member State:</b></p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>1.2. For <u>contracted</u> candidates from the EU Member States:</b></p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b><u>2. For candidates from the Third Contributing States:</u></b></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><b>2.1. For candidates <u>seconded</u> by their Third Contributing State:</b></p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a></p> <p><b>2.2. For <u>contracted</u> candidates from the Third Contributing States:</b></p> <p style="text-align: center;"><a href="mailto:applications@scp-ks.org">applications@scp-ks.org</a></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>		
<b>Information:</b>	<p>For additional information from National Authorities, please contact:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;"><b>Ms Ellen M. Harmsen</b> <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a> <b>Mobile: +32 46084 2209</b></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, except for the short-term positions containing letters “ST” in their reference number.

The maximum duration of the deployment in the short-term positions will be less than 12 months, as specified in the respective job descriptions provided below, with no possibility for extension. In cases of post continuation into the new budgetary period, it will be subject to:

- the extension of the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- the approval and signature of the Grant Agreement;
- the necessary financial means for the short-term post under the respective budget line and
- the interests or operational needs of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

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)<sup>1</sup>, or equivalent, at the level specified in the individual Job Descriptions.

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

**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.*

---

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

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

## **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 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 submitting either the online Application Form with Addendum (Annex 3) or the standard Application Form (Annex 2) in Word format, as applicable, 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 (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website. For specific information on personal data protection relating to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

### **Job Descriptions**

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

<b>Position:</b> Head of Detention Management Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-3
<b>Ref. number:</b> 014	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### 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.

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

### Reporting line:

The Procurement 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 Deputy/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:

- 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, 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;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### 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.

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

### Reporting Line:

The IT Helpdesk Assistant reports to the Service Desk Supervisor.

### Main Tasks and Responsibilities:

- To assist in the deployment of Information Technology (IT) infrastructure by deploying and configuring a variety of technical systems;
- To provide first and second level support and problem resolution for computer-related incidents;
- To be the first point of contact for all desktop and network related problems encountered by desktop users, including detainees;
- To maintain and update trouble tickets using the Helpdesk information system and to ensure that all trouble tickets are closed at an agreed service level;
- To take action on hardware, software, network and system problem reports received via telephone, email or in person;
- To identify and flag problems arising from recurring, systematic or procedural defects of the software or Information and Communication Technologies (ICT), and to subsequently initiate action to resolve them;
- To assist in all phases of ICT hardware/software specification, purchase, implementation and operation by providing the necessary support and guidance;
- To manage accounts for desktop users and email accounts;
- To undertake incidental travel, as necessary;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

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

### Specification of Education and Experience

- At least five (5) years of experience in an IT environment with a focus on a broad range of IT technologies, including Helpdesk support, networking, desktop systems, security and active directory;
- Technical training in IT and IT service management;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including their installation, administration and management;
- Experience in providing IT services to end users;
- Very good communication skills in English, both written and oral;
- Effective time management skills, including ability to prioritise and manage a high workload on occasions;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Certifications in Microsoft Desktop Operating Systems technologies;
- ITIL Certification;
- Experience, particularly in national, international or hybrid court systems;
- Knowledge of the functioning of the EU and in particular CSDP missions.

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To support the Head and Deputy 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, executing reconciliation (bank, fixed assets, etc.);
- Act as focal point and prepare 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Relevant work experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court;
- 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.

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To be responsible for the daily coordination of the court services in the Specialist Chambers and Registry;
- To ensure timely distribution of filings, transcripts and correspondence to the authorized recipients;
- To make all necessary arrangements and coordination for the court proceedings as required;
- To represent and perform the functions of the Registry in all court proceedings, on behalf of the Registrar or the Deputy Registrar, including opening the hearing and preparing reports or summaries of proceedings;
- To handle and process exhibits (in hard copy or electronic format) in accordance with the established rules, practices and procedures;
- To answer questions from the Specialist Chambers relating to the Registry matters;
- To provide advice on procedural matters to judges and participants;
- To assist the Head of Court Management Unit with the maintenance of the Court Calendar as needed;
- To assist with drafting procedures and guidelines related to court operations;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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, Court Administration, Social Sciences or other related university studies;
- A minimum of two (2) years of experience in courtroom proceedings and in criminal cases;
- Excellent drafting skills for legal texts, memoranda and any related filings in English;
- Fully proficient computer skills, including ability to use relevant software applications;
- Excellent organizational, interpersonal and communication skills, both written and oral;
- Absolute tact and discretion;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment;



- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

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

### Reporting Line:

The position as Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the Judges' Chambers, in 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

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

### Reporting Line:

The position of 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

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.

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

### Reporting Line:

Language/Administrative Assistant (Albanian/Serbian) reports to the Head of Defence Office.

### Main Tasks and Responsibilities:

- To provide administrative assistance, program planning and logistical support to the staff of the Defence Office;
- To handle independently verbal and written enquires from internal and external parties;
- To ensure an efficient coordination between the various units of the Kosovo Specialist Chambers and the Defence Office;
- To create and maintain the databases for the Defence Office, to draft and revise the internal documents and their templates;
- To maintain the filing system (both in hardcopy and electronic) and to prepare the records for archiving;
- To ensure that the internal policies are implemented consistently and coherently;
- To translate documents from and into Albanian or Serbian and English;
- To provide consecutive interpretation as needed;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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 oral and written English;
- Excellent command of Albanian and Serbian;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access);
- Excellent interpersonal and communication skills;
- Very good organisational skills and ability to prioritise and manage a high workload on occasions;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Ability to work with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

### Desirable

- Prior experience in a similar position in an international organisation or a hybrid court;

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

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

### Reporting Line:

The Language/Administrative Assistant (Albanian) 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:

- 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;



- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

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.

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of Detention Management Unit;
- To perform functions and to provide advice to the Head of Detention Management Unit in connection with all aspects concerning the implementation of the operational, logistical and legal framework of the Specialist Chambers and Registry as they apply to the detention function;
- To be responsible for the governance/management of the detention function of the Specialist Chambers in the absence of the Head of Detention Management Unit;
- To make recommendations and to provide the Head of Detention Management Unit with advice on custodial and policy matters, conceptualization, development and implementation of policies and procedures including recommending suitable provisions and mechanisms within the legal framework for the governance of the Detention Facility;
- To 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.

### Essential Qualifications and Experience:

- 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
- 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: 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;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

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

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

### Reporting Line:

The Operations Assistant (Operations) reports to the Operations Officer.

### Main Tasks and Responsibilities:

- To assist the Operations Officer by ensuring that the efficient logistical and operational arrangements are in place for witnesses required to appear before the Kosovo Specialist Chambers;
- To provide operational and logistical support and other services to the Witness Protection and Support Office (WPSO), when required, and to witnesses in the Witness Protection Program (WPP), when necessary;
- To provide or facilitate translation and interpretation services to victims and witnesses;
- To escort the victims and witnesses in the area of operations and during international travel;
- To manage the financial administration process of the victims and witnesses according to the EU and/or WPSO guidelines;
- To monitor the psycho-social wellbeing and stress level of the victims and witnesses and, if necessary, to brief the (Associate) Psychologist/Support Officer;
- To inform the victims and witnesses about the court room procedures and their rights and obligations in those proceedings;
- To provide assistance and support to the victims and witnesses prior, during and after the court proceedings;
- To liaise with the WPSO staff to plan, co-ordinate, forecast and disseminate victims and witnesses' information regarding the court appearances;
- To update all WPSO staff regarding daily activities and itinerary;
- To ensure timely and correct data entry into and maintenance of WPSO database;
- To undertake any other tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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

- Experience with the logistical arrangements, translation and support to sensitive and/or traumatised witnesses in a national or international organisation or a hybrid court;
- Very good interpersonal and communication skills in English, both written and oral;
- Knowledge of and fluency in at least one of the following official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office: Albanian or Serbian;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access) and proven experience in input of data and maintenance of database in a court environment;
- Valid driving license of minimum category B;
- Ability to act with utmost discretion and maintain confidentiality;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

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

- 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;
- Valid European driving license (minimum category B);
- 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;

- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

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.

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

### Reporting Line:

The 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 referrals/challenges and human rights law, including the case law relating to the European Convention on Human Rights (ECHR) and International Covenant on Civil and Political Rights (ICCPR);
- To coordinate the work of the office of the Constitutional Court Chamber and provide guidance to its legal support staff and interns;
- To provide extensive legal research, particularly on comparative constitutional law including the constitutional law of Kosovo, public international law, international criminal law and human rights law;
- To prepare and/or coordinate 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 comparative constitutional law as required, public international and criminal and human rights 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:

- 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 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable:

- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist 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.

<b>Position:</b> Security Information and Coordination Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 155	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b>
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/Division of Administration/Security and Safety Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To conduct advanced operational planning and coordination in respect of security tasks relating to the travel of senior officials and specialist mission support;
- To define, implement and manage travel security tracking, awareness and compliance programs for staff and others, inclusive of specific training products;
- To act as the primary focal point with the external mission support entities for all planning and coordination activities in relation to security operations and mission support;
- To act as the primary operational level interface with applicable agencies of the Host State security apparatus;
- To produce and ensure the ongoing applicability of the Country Security Plan and other threat related assessments to manage defined risks;
- To lead on the management of Security and Safety Unit digital information resources and secure communications;
- To ensure continual threat monitoring in relation to designated staff and operations, defining mitigation measures as applicable, and compiling operational security plans;
- To compile security incident reports in relation to qualifying incidents within the remit of responsibility;
- To define, implement and monitor procedural controls in relation to staff travel certification, applicable vetting processes and manage the risk management framework;
- To manage the duties of the Security Information and Coordination Assistant;
- To undertake travel at short notice in support of operational activities;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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

- Prior supervisory/managerial/analytical responsibilities within Police, Military, Judicial or international security environment;
- Experience in coordination and delivery of security support and/or coordination tasks in a field environment;

- Experience in provision of security and travel coordination services in security sensitive/ hostile/field environments;
- Experience in compilation of security risk assessments, security plans, Open Source Intelligence (OSINT) research, antecedent verification, screening and situational monitoring;
- Experience in information asset management, database management and working with collaborative software, such as Microsoft SharePoint;
- Excellent communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Minimum category B driving license;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Relevant experience preferably within an international, hybrid or national criminal court;
- Prior operational experience in a field security role in the Balkan region and/or regional language ability (Serbian/Albanian);
- Additional certifications in security related disciplines such as Security Training, Analysis, OSINT, Close Protection, Investigation, Incident Control, Supervisory Skills, etc.;
- Training/Certification in field security related tasks, such as EU Mission Security Officer (MSO) or UN Security Certification Program (SCP), or similar;
- Familiarity with applicable EU policies in relation to classified information and field security;
- Familiarity with the national security apparatus of the Netherlands;
- Basic knowledge of Dutch language.

<b>Position:</b> Court Records Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. number:</b> 162	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Court Records Assistant reports to the Head of Court Management Unit.

### Main Tasks and Responsibilities:

- To receive, process, and disseminate court records, including physical records;
- To ensure the availability and integrity of the court records in accordance with the established rules, practices and procedures;
- To request and process translations of court records in accordance with the established policy and procedures;
- In consultation with the Court Officer, to maintain the organization of the files of judicial proceedings, as assigned to them;
- To manage the metadata and records in the electronic court management system in accordance with the established procedures;
- To support the Record Keeper with translation requests management duties;
- In consultation with the Court Officer, coordinate with and respond to queries of Chambers, parties and/or other Registry sections for information in relation to the processing of court records and where applicable translation requests;
- To keep abreast of new or amended relevant rules and regulations;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

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

### Specification of Education and Experience

- Minimum two (2) years of experience working in a similar position in an international organization or international court or hybrid or national court;
- Knowledge of policies, procedures and practices related to the management of judicial records and/or translation request management;
- Excellent communication skills in English, both written and oral;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint) and Adobe or similar software.
- Ability to prioritize and manage a high workload on occasions;
- Absolute tact and discretion;
- Ability to work efficiently and independently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds with respect for diversity;

- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian language is an asset.

<b>Position:</b> Finance and Budget Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-2
<b>Ref. number:</b> 167	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Finance and Budget Assistant reports to the designated Finance and Budget Officer, or the Operational Support Officer (Finance).

### Main Tasks and Responsibilities:

- To assist the Finance and Budget Officers / OSO Finance 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 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, payment 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:

- 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

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### 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.

<b>Position:</b> Senior Court Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 183	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To deputize for the Head of Court Management Unit, as required;
- To assist and upon direction receive and register all incoming correspondence addressed to the Head of Court Management Unit and prepare responses;
- To monitor all incoming filings and where needed research and draft submissions to be filed before the relevant Specialist Chambers;
- To ensure that all relevant orders and decisions directed to the Court Management Unit are executed;
- To assist the Head of Court Management Unit in the planning and provide the necessary administrative support needed for official approved missions;
- To assist the Head of Court Management Unit in coordination with the Translation Request Management (TRM) to provide advice on the prioritization of translations of filings in to the official languages to be in conformity with the existing policies;
- To develop and implement systems for internal control ensuring compliance with contractual terms and conditions that the Court Management Unit is engaged with;
- To ensure that the contract expenditure is within allocated budget;
- To ensure that all the verification requests approved by Court Officers are timely and accurately implemented;
- To verify and report to the Head of Court Management Unit that the physical repository related actions are in conformity with established practices and policies;
- To verify the accuracy of statistical information, reports prepared by the Court Officers;
- To identify the electronic court management training needs of participants to proceedings;
- To receive, record and file documents submitted to the Registry;
- To make all necessary arrangements for the court proceedings, including the coordination of provision of interpretation and technical services, as required;
- To represent and perform the functions of the Registry in all court proceedings, on behalf of the Registrar or the Deputy Registrar, in the capacity as the Court Officer;
- To handle and process exhibits (in hard copy or electronic format) in accordance with the established rules, practices and procedures;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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: Law, Court Administration or other related university studies;
- At least seven (7) years of international court management experience as a Court Officer or in courtroom proceedings in criminal cases and at least one (1) year in a legal advisory role related to court operations;
- Proven experience with the management of translations;
- Fully proficient computer skills, including ability to use relevant software applications (Adobe Acrobat Pro, 7zip, Microsoft Office Suite, Legal Workflow, caseMap, iBase, dtSearch, TRM, Zylab, or e-discovery software);
- Excellent legal drafting skills in English;
- Excellent organisational, interpersonal and communication skills;
- Absolute tact and discretion;
- 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, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

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

<b>Position:</b> Information Technology (IT) Security System Administrator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 184	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Information Technology (IT) Security System Administrator reports to the System Network Engineer.

### Main Tasks and Responsibilities:

- To perform routine security monitoring of the Information and Communication Technologies (ICT) network and to verify periodically the security posture of IT systems;
- To detect and investigate anomalies, IT events and incidents on the internal and external networks, and IT infrastructure;
- To participate in IT security and forensic investigations, and recommend/implement remedial measures;
- To ensure the working and effectiveness of the Security information and event management (SIEM) and other security tooling in place;
- To perform IT and network security administration;
- To assist in the design, implementation, maintenance and continuous improvement of a secure networking and IT infrastructure environment;
- To monitor, administer, troubleshoot, augment and patch network components and other IT infrastructure to ensure uninterrupted and secure services;
- To identify and flag problems arising from recurring, systematic or procedural defects concerning the networks and IT infrastructure, and to subsequently initiate action to resolve them;
- To review contracts and organizational policies for the procurement of ICT or IT-related services;
- To liaise and cooperate with the IT/Information Security Officer on IT Security issues, also with external cyber security providers for threat intelligence, incident support and assessments/tests;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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

- At least eight (8) years of experience with IT operations in an IT environment using a broad range of IT technologies including virtualization, switching, storage, optimization, management systems, security systems;
- Technical training in Network security and/or IT security;
- At least four (4) years of experience in the use of Splunk,
- Knowledge of Wireshark, Python or PowerShell, and building use cases;
- Knowledge of network protocols, firewalling, log analysis and Windows technology;

- Ability to perform routine administration tasks to patch systems, change firewall rules and adapt technical policies;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Certifications in Splunk, incident response, penetration testing, SOC analysis, Windows server, VMware, or Cisco networking;
- International experience, particularly in an international organization or a hybrid court system;
- Affinity with streaming and broadcasting environments.

<b>Position:</b> Operational Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 507	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Operational and Witness Security Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### 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.

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To implement necessary and adequate protection measures for potential witnesses and other entitled persons in the care of the Specialist Prosecutor's Office (SPO);
- To implement and ensure compliance with SPO policies, protocols and Standard Operation Procedures (SOPs) in conformity with EU policies and international standards of best practice;
- To liaise with the Registry's Witness Protection and Support Office, as requested;
- To ensure necessary coordination at tactical level with other relevant authorities in accordance with SOPs;
- To implement operational plans for the provision of witness security and other associated witness security duties as required;
- To assist and provide subject matter expertise on SPO mission specific risk assessments and risk management plans;
- To advise on and conduct initial assessments of witnesses and other persons for protection purposes;
- To carry out risk and threat assessments on witnesses and related persons who may be under threat and complete reports suitable for submission in criminal proceedings;
- To work with the Security Team regarding threat/risk assessments as well as conduct operations in order to ensure a harmonised approach to risk mitigation for the security of SPO staff, witnesses, assets and information, as requested;
- To act as police;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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, Military or Security Science or other related university studies;
- Experience in tactical response to incidents;
- Demonstrable knowledge of operational security and sound judgement;
- Thorough knowledge of modern office procedures and equipment, the use of secure communications devices and software, and simple maintenance of all issued electronic equipment;

- Willingness/preparedness to undertake extensive duty traveling on short notice;
- Tact, accuracy and discretion in handling 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 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in the provision of witness protection at an international level in war crimes/organised crime/terrorism cases;
- Demonstrable knowledge of witness protection programs;
- Demonstrable experience of issues related to the victims of serious criminal offences;
- Ability to analyse, select, check and integrate diverse information from varied sources;
- Ability to operate with strong respect for diversity;
- Trained in firearms;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the Albanian and/or Serbian language.

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

### Reporting Line:

The Interpreter/Translator (English/Albanian) reports to the Senior Legal Adviser through the Language Support Services Coordinator (SPO).

### 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:

- 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;
- Excellent interpersonal and communication skills in English, both written and oral, and professional proficiency in English and Albanian;
- Very good judgement skills;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

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.

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

### Reporting Line:

The Prosecutor reports to the Deputy Specialist Prosecutor through the 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### 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.

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

### Reporting Line:

The Associate Prosecutor reports to the 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### 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.

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

### Reporting Line:

The Associate Legal Officer reports to the Head of 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

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.

<b>Position:</b> Senior Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 531	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/Division of Prosecution and Investigation/ Investigations and Analysis Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To supervise and coordinate the provision of analytical assistance, including:
  - to collate and synthesise multi-sourced data, information and evidence,
  - to research, collate, analyse and deliver assessments leading to investigative opportunities,
  - to identify evidential gaps, strengths and weaknesses in factual assertions,
  - to link analysis and the production of individual profiles,
  - to prepare and carry out a quality control in terms of the prepared analytical products, demonstrative evidence and/or visual aids for the presentation of evidence for trial purposes,
  - to assist in the collection of evidence, ensuring that the necessary evidentiary chains are established and maintained,
  - to participate in the acquisition and analysis of general intelligence and evidence, including a preparation for witness and suspect interviews,
  - to participate in field activities, when required,
  - to provide other support to criminal investigations and prosecution;
- To ensure that the necessary evidentiary chains are established and maintained;
- To provide analytical support to Prosecutors, Investigators, Legal Officers and other staff of the Specialist Prosecutor's Office, as applicable;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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.

#### 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 or other related university studies;
- A minimum of ten (10) years of progressively responsible professional experience carrying out research and/or analytical work with at least three (3) years in international criminal investigations;
- A minimum of three (3) years of management (substantive/senior level) experience coordinating and/or supervising the work of other analysts or investigative personnel in complex analytical projects;
- Extensive and progressive professional experience in intelligence issues and/or complex data;



- Demonstrated ability to edit and critically assess expert and analytical reports;
- Demonstrated sound judgement;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of research and analytical techniques;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to acquire useful information from a variety of sources;
- Excellent drafting 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, international tribunals or hybrid international courts;
- 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;
- Working knowledge of written and spoken Albanian and/or Serbian.

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

### Reporting Line:

The 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

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.

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Essential Qualifications and Experience:

- 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.

#### 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;

- At least ten (10) years of professional experience in conducting, coordinating large-scale and complex investigations with a transnational character related to war crimes, organised crime, trafficking or serious human rights abuses, ideally through work in an international criminal tribunal or inquiry mechanism;
- At least three (3) years of managerial experience in leading investigative operations in an international environment, including in training, mentoring and otherwise developing investigative skills;
- Substantial experience in drafting investigative reports, evidential summaries and other related documents, with excellent research, analytical and legal drafting skills;
- Significant background in working with informants, covert human intelligence sources and/or insiders, and in generating leads and evidence from such individuals, in particular in cases with extensive cross border and/or international dimensions;
- Significant background in risk management and risk mitigation of investigation operations, in particular on missions involving contacts with informants or sources in international settings;
- Experience working in diverse legal systems;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in carrying out complex investigations related to the Western Balkans Region;
- Knowledge of the functioning of international criminal courts and other investigative instances, as well as the EU and in particular CSDP Missions.

<b>Position:</b> Legal Officer (Immediate Office of the Specialist Prosecutor)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 555	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/Immediate Office of the Specialist Prosecutor	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Legal Officer (Immediate Office of the Specialist Prosecutor) reports to the Deputy Specialist Prosecutor through the Legal Officer Team Leader.

### Main Tasks and Responsibilities:

- To deputise for and carry out the duties and responsibilities of the Legal Officer Team Leader in his/her absence, including but not limited to planning, organizing and managing the work of the team;
- To assist the Legal Officer Team Leader with a variety of special assignments;
- To advise and support in managing and overseeing the work of the staff in the team;
- 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, as appropriate, indictment, briefs, motions/responses/replies, and communications with other parties in the proceedings in the course of investigations and prosecutions;
- To conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes;
- To assist the SPO Prosecutors in fulfilling pre-trial and trial obligations towards the other parties in the proceedings including first or second level pre-disclosure review of evidence;
- To assist the SPO Prosecutors as a legal officer/investigator under the supervision of a Prosecutor in pre-trial, trial or appellate proceedings;
- To conduct witness interviews and proof witnesses prior to trial;
- To coordinate, with the Chambers and Registry Court Management officials, as required;
- To undertake any other relevant task as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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 Law, or otherwise qualified to practice law in a domestic jurisdiction;
- A minimum of ten (10) years of professional experience in criminal law either as a lawyer, prosecutor or judge, legal officer/jurist at a prosecution office or court, defense attorney, injured party legal representative or legal officer at an international tribunal or hybrid international court;
- Experience in coordinating and reviewing draft legal documents and legal filings, and in coaching, mentoring and otherwise developing legal drafting skills;

- Extensive experience in drafting court submissions in international criminal cases and excellent legal drafting skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organizational skills and ability to work with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in the investigation and prosecution/defense of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position:</b> Assistant Interpreter/Translator (English/Albanian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-4
<b>Ref. number:</b> 559	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/Division of Prosecution and Investigation/ Disclosure and Evidence Unit/ Language Support Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Assistant Interpreter/Translator (English/Albanian) reports to the Senior Legal Adviser through the Language Support Services Coordinator (SPO).

### 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 proceedings;
- To provide simultaneous and consecutive interpretation from Albanian into English, and vice versa, for the Specialist Prosecutor's Office (SPO);
- To carry out research tasks involving Albanian language sources, necessary to the investigations and proceedings conducted by the SPO;
- To summarise, review, evaluate and catalogue the material in Albanian language relevant to the SPO's activities;
- 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 staff members in terms of field missions, where Albanian is used as a means of communication;
- To contribute to the use and upkeep of language and related databases in the Language Support Team;
- To support the Language Services Coordinator with tasks associated with contract management, as required;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- 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 one (1) year 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: Languages, Translation, Social Sciences or other related university studies;
- A minimum of one (1) year of experience providing interpretation/translation services, or other related language work, from/to Albanian;
- Knowledge of legal terminology, including criminal law;
- Excellent interpersonal and communication skills;
- Professional proficiency in English and Albanian, both written and oral;



- Very good judgement skills, especially when supporting the SPO staff in the field;
- 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;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Accredited Translator/Interpreter;
- Ability to translate/interpret in other languages of interest to the SPO;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position:</b> Associate Case and Evidence Manager	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 560	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Division of Prosecution and Investigation/ Disclosure and Evidence Unit/ Information and Evidence Team	<b>Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Associate Case and Evidence Manager reports to the Legal Officer (Disclosure) and Data Protection Officer.

### Main Tasks and Responsibilities:

- To maintain and update the case records;
- To provide support to the Prosecutors and Trial Teams, including assisting them in the identification and retrieval of information relevant to the case;
- To disclose materials to the parties, including tracking, collating and indexing materials, and maintaining disclosure logs;
- To ensure an efficient and complete logging of disclosure of documents and filings by categorising and summarising them accordingly;
- To prepare the exhibits and materials for the presentation in court;
- To attend court proceedings and manage the evidence presentation queues of the Specialist Prosecutor's Office (SPO) in Legal Workflow;
- To monitor the evidence produced in court and to ensure an adequate coordination of submissions and technical liaison;
- To work with the Trial Teams in the preparation, organisation and administrative management of the case file;
- To manage the SPO's team calendar and ensure a proper adherence to court deadlines;
- To manage the evidence collection ensuring its proper processing, handling and storage;
- To ensure a correct processing of materials containing European Union Classified Information (EUCI), keeping them secure at all times and separating from the rest of the collection, in strict accordance with the existing guidelines;
- To manage the prosecution case, including filing, maintaining and logging of court documents;
- To provide training to the SPO staff on in-house Information Technology (IT) products used for evidentiary management purposes;
- To liaise with software providers to ensure an optimal running of evidentiary databases;
- To collaborate with other units and sections of our judicial institution on all matters related to the proceedings in the case;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualification 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, Criminology or other related university studies;
- Knowledge of databases and/or legal analysis software;
- Substantial experience in case/evidence management;
- Excellent interpersonal and communication skills;
- Excellent organisational skills and ability to work with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in complex cases such as multi-defendant cases, war crimes, organised crime or crimes against humanity in a national jurisdiction, international tribunal or hybrid international court;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completed training and prior experience in IT, Project Management and/or International Relations.

<b>Position:</b> Legal Officer (Basic Court, Court of Appeal or Supreme Court)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> ST053	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**NOTE: This is a short-term position with a maximum possible appointment duration of one (1) year minus (one) day, to meet the short-term needs, with **NO** possibility of extension of the appointment duration.**

### **Reporting Line:**

The short-term 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:**

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

<b>Position:</b> Associate Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> ST530	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/Division of Prosecution and Investigation/ Trial Team Unit (Trial Teams)	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**NOTE: This is a short-term position with a maximum possible appointment duration of one (1) year minus (one) day, to meet the short-term needs, with NO possibility of extension of the appointment duration.**

### 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:

- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### 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.