

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office Call for Contributions 1-2024 Requirements and Job Descriptions	
Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office
Job Location:	The Hague, the Netherlands
Employment Regime:	As indicated below

Job Titles/Vacancy Notice:	Ref. number	Position	Availability	
	<u>Seconded/Contracted</u>			
	014	Head of Detention Management Unit	ASAP	
	044	Facilities Technician (Electrical/HVAC/Security Systems)	ASAP	
	072	Deputy Head of Detention Management Unit	ASAP	
	075	Language/Administrative Assistant	ASAP	
	099	Human Resources Officer	ASAP	
	106	Security Officer	ASAP	
	112	Audio-Visual Director	ASAP	
	115*	Audio-Visual Technician	ASAP	
141	Deputy Head of Finance and Budget Unit	ASAP		
167 (2 positions)	Finance and Budget Assistant	ASAP		

195	Cyber/IT Security Assistant	ASAP
199 (5 positions)	Detention Security Officer	ASAP
504	Executive Assistant	ASAP
507*	Operational Security Officer	ASAP
516*	Witness Security Officer	ASAP
529*	Associate Prosecutor	ASAP
532	Analyst	ASAP
566	Associate Operational Support Officer	ASAP
567	Disclosure Officer	ASAP

Deadline for Applications:

Thursday, 5 September 2024 at 17:00 hours (Brussels time)

1. For candidates from the EU Member States:

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:

1.1. For candidates seconded by their EU Member State:

<https://goalkeeper.eeas.europa.eu/registrar/web>

1.2. For contracted candidates from the EU Member States:

<https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do>

2. For candidates from the Third Contributing States:

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:

2.1. For candidates seconded by their Third Contributing State:

Civilian Planning and Conduct Capability (CPCC)
schr@eeas.europa.eu

Applications must be submitted:

Information:	<p>2.2. For <u>contracted</u> candidates from the Third Contributing States:</p> <p style="text-align: center;">applications@scp-ks.org</p>
	<p>Only one Application Form per candidate will be accepted, the latest received within the deadline or the one submitted through the National Authorities being given a priority.</p>
	<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;">Mr Mikael Kekkonen schr@eeas.europa.eu Mobile: +32 460843848</p>

** Position anticipated to become vacant.*

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, duration of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy in accordance with the Staff Rules of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. A fixed-term contract may be offered for any period up to one year, and there is no right to or expectation of renewal. The Registrar may nevertheless offer to renew a staff member’s contract, subject among other things to the approval of the KRSJI Budget and continuation of the post into the next budgetary period. 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 of Seconded Personnel should normally be 12 months but may be for any period in accordance with national procedures for secondment, except for the short-term positions containing letters “ST” in their reference number.

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

I. GENERAL CONDITIONS

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

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. They are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office or respective tasks and activities. They shall carry out their duties and act in the interest of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

Flexibility and Adaptability – The candidates must be able to work with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition, and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, as required by the Registrar and the Specialist Prosecutor.

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency, which may impair operational performance. To ensure duty of care, selected candidates should, in principle, be under the normal age of retirement in Contributing Third States.

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

II. REQUIREMENTS

A. Essential Requirements

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

1. Education and Training

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

2. Knowledge

The candidates should have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and Abilities

Language Skills² – Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. Certain positions may require higher language skills further specified in the individual Job Descriptions. In order to provide for national representation at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, certain (ordinarily internal) positions at the Kosovo Specialist Chambers and Specialist Prosecutor’s Office may accept proficiency in a language other than the majority language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

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

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

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

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

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

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

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

B. Desirable Requirements

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

Language – Some proficiency in Albanian and/or Serbian, depending on the job tasks and responsibilities.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

Visas – Contributing Third States and selected candidates must ensure that visas are obtained for entry into the Netherlands prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Netherlands.

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

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective Job 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/Zoom/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 (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website. For specific information on personal data protection related to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, please refer to their website.

Job Descriptions

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To perform functions and to provide advice to the Registrar and Deputy 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 Registrar and the Deputy 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;
- 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 Registrar and the Deputy 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.

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

Reporting Line:

The Facilities Technician reports to the Deputy Head of Facility Management and General Services Unit.

Main Tasks and Responsibilities:

- To ensure uninterrupted operations of the Court's facilities with an emphasis on supporting its core business;
- To represent the Court as a technical expert and work closely with the landlord, the Rijksvastgoedbedrijf (RvB) and contractor to plan and implement the corrective and preventative maintenance, major repairs and capital replacements to the building's infrastructure. To provide input for the Service Level Agreement (SLA) budget sheet;
- To liaise with the RvB to maintain building user licenses and fire certifications according to established standards;
- To conduct routine inspections to ensure all areas of the building have correct electrical power, lighting, HVAC and security access control. In addition, routinely inspect vertical transport (elevators) and control equipment;
- To identify adjustments to be made to the infrastructure to meet the changing needs of clients at the Court and to install or oversee the installation of new fittings and systems;
- To prepare specifications for equipment, fittings, fixtures, cables, sensors, pumps, fans, building automation, technicians' tools and spare parts for the purpose of raising requisitions for purchasing and process invoices;
- To oversee the maintenance of records, inventories, work-orders and general correspondence concerning technical building management and file them comprehensible;
- To calculate and use the Building Management System, adjust the settings, timings and configurations to meet the demands of the Court;
- To ensure that contractors and sub-contractors comply with all safety and security standards including KSC specific security regime needs;
- To estimate and report on future consumption of utilities for budgeting purposes;
- To evaluate vendor performance for purposes of invoice verification;
- To be available on a rotational basis for 24/7 call-out;
- To perform minor technical building repairs and monitor the maintenance of all user equipment not included in the SLA;
- 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

- A minimum of five (5) years of hands-on professional experience in building automation, management and control systems;
- Demonstrated experience in regards to utilization, maintenance and upkeep of a wide range of electrical, security, mechanical, plumbing and building management control equipment and systems;
- Understanding and prior work experience of building management and security management systems;
- Experience in building safety norms and its application (EU standards);
- Proven experience in dealing with contractors and sub-contractors;
- Effective organizational skills and ability to independently plan and manage work in an efficient and timely manner with minimum supervision;
- Good oral and written skills, including ability to prepare and present concise oral and written documentation, correspondence, updates, including other documentation within the immediate work environment;
- Familiarity with and ability to use advanced tools in a safe and efficient manner, ability to correctly interpret and assess diagnostic test results, faults or deficiencies and to provide the necessary remedial actions in an efficient and timely manner;
- Awareness of obligations for specialized equipment e.g. hot work permits, lifting equipment and staging/ladders;
- Knowledge of MS Office applications;
- Ability to maintain accurate and specific records and inventories;
- Ability to 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

- Qualification in building electrical/mechanical/security/fire prevention systems;
- Prior work experience in an international organization;
- Demonstrated initiative and willingness to learn new skills to keep abreast of the rapid advances in technology;
- Ability to comprehend Dutch;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

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.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

- A minimum of five (5) year of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

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

- Ability to prioritize and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds 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 detention policies, procedures and practices;
- Knowledge and/or experience in Public Administration as an administrative assistant/secretary;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist the Head of Human Resources Unit in the management and co-ordination of all Human Resources related issues of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To provide HR advice and services in the areas of recruitment and selection, HR planning, staff relations and advice, performance management, training and induction programmes, statistics and post management;
- To supervise the preparation of job descriptions for the upcoming vacancies, liaising with the substantive offices on the determination of education and experience and prior classification of positions;
- To participate in the recruitment panels, promoting equity, transparency and consistency in the selection and placement of staff while demonstrating flexibility in understanding management needs and developing appropriate courses of action;
- To advise on interpretation of the Staff Rules and to assist in review and drafting of HR policies/procedures and to recommend changes, as required;
- To ensure the correct preparation and timely submission of the monthly payroll, including insurance and other financial entitlements of staff;
- To examine the complex HR issues and carry out investigation/research in order to prepare reports and analysis for the Deputy/Head of Human Resources Unit;
- To administer the performance management and evaluation system, overseeing the accurate and timely completion of performance evaluation reports;
- To assist in the preparation and maintenance of statistical and standard reports related to Human Resources;
- To assist in the development of a training capacity within the organisation coordinating with staff to ensure that training and development programmes meet requirements;
- To deputise for the Head of Human Resources as and when required;
- To undertake any other related tasks as required 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 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: Business or Public Administration, Human Resources Management or other related university studies;
- A minimum of seven (7) years of progressively responsible experience in Human Resources Management of which at least three (3) years at the supervisory/management level;
- Knowledge of Human Resources policies, procedures and practices;
- Ability to develop and draft clear and well-articulated staff procedures, policies and guidance;
- Demonstrated ability to identify Human Resources and Administration related issues, analyse and formulate opinions and issue conclusions and recommendations on complex Human Resources policy and development issues;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Proven experience in conducting training and workshops;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people from 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;
- Experience in Human Resources Management at a national or international court;
- Knowledge of financial transactions and general procedures;
- Knowledge of HR software systems and implementation;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Security Officer	Employment Regime: Seconded/Contracted	Post Category: Secretary Level S-2
Ref. number: 106	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Security Officer reports to the Senior Security Officer.

Main Tasks and Responsibilities:

- To ensure the delivery of operational court and building security services to meet organisational security requirements at the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office within a 24-hour shift system;
- To control access and egress to the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in accordance with applicable institutional policies and procedures;
- To ensure the security screening of all incoming staff, visitors and deliveries through the use of technical equipment, such as x-ray machine and metal detectors;
- To ensure the safety and security of all staff, visitors and others whilst on the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To ensure the safe custody of detained persons appearing before the Specialist Chambers;
- To provide the first line response to security related incidents within the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, and to submit detailed incident reports, where necessary;
- To operate the Security Control Room, when required, inclusive of technical systems such as CCTV, Intrusion detection, Fire Alarm and communications systems;
- To attend and successfully complete all applicable mandatory training requirements;
- To undertake any other related tasks as requested by the Line Managers. Related tasks may include, though not be limited to, the undertaking of security or detainee related duties at the KSC Detention Unit or other locations outside of the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

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

Position: Audio-Visual Director	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 112	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Audio-Visual Director reports to the Head of Information Technology Services Unit through the Courtroom Technology Supervisor.

Main Tasks and Responsibilities:

- To prepare AV systems and manage the audio-visual and computer operations during court sessions, following internal policy and best practices;
- To direct and operate robotic cameras and mix multiple audio, video and computer inputs with the view towards maximizing the effectiveness of the court proceedings;
- To present a balanced view of the proceedings to the viewing public, retaining technical coherence of remote witness testimony;
- To assist in, and assure accurate and functional technical process of production and record keeping of courtroom proceedings archives and other confidential recorded materials;
- To assist in all the phases of AV hardware/software specification, purchase, implementation and operation by providing experience and guidance from a support and operator perspective;
- To receive hardware, software, network and system problem reports via telephone, email or in person;
- To report regularly to the Courtroom Technology Supervisor and the Court Management Unit on the status of courtroom technical operations, AV operations and development projects;
- To provide technical input into development of courtroom operational guidelines;
- 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

- A minimum of five (5) years of experience with directing in a professional multi camera, multi input environment, preferably within a legal organization;
- Technical training in Audio Visual Technology;
- Knowledge of Audio-Visual technologies in a heavily regulated environment;
- Knowledge of Audio-Visual technologies as used in a courtroom environment, such as cameras, recording equipment, streaming, directors' systems, and presentation aids, E.g. Crestron, EVS, Brahler, Dante, Poly;
- Capacity to maintain focus and concentration during long court sessions and to remain calm in unexpected and stressful situations;
- Excellent interpersonal and communication skills in English, both written and oral;

- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- 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

- Knowledge of Audio-Visual technologies in a courtroom environment;
- International experience, particularly in an international organization or a hybrid court system;
- Knowledge of the functioning of the EU, EU agencies and missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

The Audio-Visual Technician reports to the Courtroom Technology Supervisor.

Main Tasks and Responsibilities:

- To assist in the deployment of the Audio Visual infrastructure by deploying and configuring a variety of technical systems;
- To provide first and second-level technical support for a wide range of audio-visual systems, including set up, and conclusion of AV services, for daily hearings, to ensure that timely pre-event technical service is available upon request of KSC clients, and downtime is minimised;
- To maintain and update trouble tickets using the helpdesk information system and to be responsible for ensuring that all the trouble tickets are closed within an agreed service level;
- To receive hardware, software, network and system problem reports via telephone, email or in person;
- To direct and operate robotic cameras and mix multiple audio, video and computer inputs with the view towards maximizing the effectiveness of the court proceedings, on request of the Courtroom Technology Supervisor on a fill-in basis;
- To assist KSC departments by developing, setting up and preparing facilities for public address, filming, and production of video and audio material, both instructional and informative for the internal use or external distribution, and to mix and edit these materials;
- To be responsible for identifying and flagging problems arising from recurring, systematic or procedural defects, software or AV technologies implementation, and subsequently initiating action to resolve them;
- To assist and support the AV Directors in executing their duties;
- To assist in all the phases of AV hardware/software specification, purchase, implementation and operation by providing experience and guidance from a support perspective;
- To provide status reports on equipment functionality and availability;
- 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

- At least five (5) years of experience in a complex Audio-Visual environment, encompassing a broad range of AV technologies in configuration, operation, and troubleshooting, including multiple robotic cameras, document cameras, digital audio conference systems, voice and facial distortion measures, video conferencing, outside broadcast, E.g. Crestron, EVS, Brahler, Dante, Poly, AJA Opengear, AJA Kumo, Lynx, Broadcast Pix.

- Technical training in the Audio Visual technologies;
- Knowledge of Audio-Visual technologies in a courtroom environment, cameras, recording equipment, directors' systems, and presentation aids;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

Position: Deputy Head of Finance and Budget Unit	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 141	Location: The Hague, the Netherlands	Availability:
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To deputize for the Head of Unit, as required;
- To develop and implement essential policies, tools and internal controls for reporting, accounting, financial and budgeting processes;
- To implement and migrate to the new ERP system and to manage related changes relevant for finance related modules;
- To liaise and cooperate on financial issues with the relevant internal and external actors;
- To assist the Head of Unit with a variety of special assignments requiring extensive research and data analysis;
- To advise and support in managing and overseeing the work of the staff in the Unit;
- To advise and support in the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, namely in planning, development and management of the budget and the accounts, payments, treasury, payroll, finance system, claims and other financial functions, in line with the relevant existing EU rules, legal instruments, planning documents and instructions;
- To advise and support in providing financial advice, in the formulation of financial strategies for the Kosovo Specialist Chambers and Specialist Prosecutor's Office, in achieving performance targets set for/by the Unit and in limiting the financial risks;
- To advise and support in approving financial obligations, payments, disbursements and recovery of funds;
- To advise and support in identifying needs of goods and/or services specifically required for the area of responsibility, 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 advise and support in ensuring the integrity, accuracy and timely submission of internal and external financial reporting;
- To advise and support in coordinating external and internal audits;
- 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, 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: Economics, Finance, Management, Accounting or other related university studies;
- A minimum of three (3) years of management experience in finance and/or budgetary related matters of an international organization, preferably in an EU institution, CSDP Mission or an international organization or hybrid criminal court;
- In-depth knowledge of EU financial rules and regulations, including PRAG;
- Knowledge of financial planning and/or accounting software;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to find creative and pragmatic solutions to complex financial challenges in a demanding, deadline driven environment;
- 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

- Experience in financial aspects of a start-up phase of an international or hybrid court or another large international organization or Mission;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

The Finance and Budget Assistant reports to the 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.

Position: Cyber/IT Security Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 195	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The IT Security Assistant reports to the Cyber/IT Security Officer.

Main Tasks and Responsibilities:

- To perform 1st level routine security monitoring of the 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 implementing security measures and hygiene measures such as updates and patches to cloud and on-premise environments;
- To participate in IT security and forensic investigations, and recommend/implement remedial measures;
- To ensure the effectiveness and comprehensiveness of the SIEM and other security tooling in place in a hybrid environment;
- To support the design, implementation, maintenance and continuous improvement of a secure networking and IT infrastructure environment;
- To support, identify and flag problems arising from recurring, systematic or procedural defects concerning the IT infrastructure, and subsequently initiating action to resolve them;
- To support in vulnerability & risk assessments on applications, technologies and services;
- To support the implementation of IT Security control measures to mitigate IT Security-related risks;
- 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 five (5) years of experience with IT security or security 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, including application security testing;
- At least four (4) years of experience in the use of SIEMs;
- Experience working in Azure and Office365 and related services (MDM, Intune, Defender, etc..)
- Material knowledge of Wireshark, Python and/or PowerShell;
- Knowledge of network protocols, firewalling, log analysis and Windows technology;
- 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

- Ability to perform routine administration tasks to patch systems, change firewall rules and adapt technical policies;
- Information Security Certification e.g. Certified Information System Security Professional (CISSP), Certified Information Security Manager (CISM) or Certified Information System Auditor (CISA);
- Certifications in Splunk, incident response, penetration testing, SOC analysis, Cloud technologies, Windows server, VMware, or Cisco networking;
- Affinity with streaming & broadcasting environments;
- Prior working experience in a national and/or international criminal or hybrid court;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

Position: Detention Security Officer	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 199	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Division of Judicial Services/Detention Management Unit	Security Clearance Level: EU SECRET	Open to Third Contributing States: No

Reporting Line:

The Detention Security Officer reports to the Deputy Chief Detention Officer and Chief Detention Officer.

Main Tasks and Responsibilities:

- To ensure the safe, secure and humane custody of detained or convicted persons who are in the custody of the Kosovo Specialist Chambers in compliance with Kosovo law and applicable regulations by providing the correct level of monitoring, support, care and guidance to detained persons or convicted persons;
- To appropriately supervise detained or convicted persons by applying all security and Detention Rules with clear explanation to detainees as required;
- To ensure that all safety and security protocols in respect of detainees and visitors are observed, maintained and enforced in strict compliance with the various Post Orders;
- To administer duties in an efficient and effective manner with regards to the Daily Visiting and Activities Schedule or instructions of their Line Managers;
- To control access and egress to the Detention Facilities in accordance with applicable institutional policies and procedures based upon a 24-hour shift system;
- To ensure the effective security screening of all incoming detained persons, defence teams, visitors, staff and deliveries through the use of technical equipment such as an x-ray machine, metal detectors or physical searches;
- To provide the first line response to any medical emergency or security related incidents within Building 4 and to submit detailed Incident Reports as required by the Chief Detention Officer;
- To effectively operate the security systems of the Detention Facilities which are inclusive of technical systems such as CCTV, cell bells, fire alarms and communications systems;
- To undertake security or detainee-related duties at the KSC premises as required;
- To attend and successfully complete all applicable mandatory training requirements;
- To undertake any other work-related tasks as requested by the Principal Officers, the Deputy Chief Detention Officer or the Chief Detention Officer;
- To work irregular shifts to cover a 24-hour period.

Essential Qualifications and Experience:

- A level of secondary education attested by diploma.

AND

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

Specification of Education and Experience

- Experience in the care, supervision and handling of detained persons within a prison or custodial institution;
- Experience in provision of physical security, security screening and/or access control services;
- Highest standards of professional conduct;

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

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

Position: Executive Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 504	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Operational Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Executive Assistant reports to the Deputy Specialist Prosecutor through the Senior Operational Support Officer (Administration).

Main Tasks and Responsibilities:

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

- Minimum of seven (7) years of progressively responsible administrative experience;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent sense of organisation, ability to identify priority assignments and activities and to manage efficiently multiple tasks;

- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Experience with public information management and with diplomatic and/or rule of law contacts;
- Experience as an assistant to senior level diplomatic, political, legal/justice officials;
- Experience and good understanding of Administration Practices, Rule of Law and Civilian Crisis Management Interventions;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of Serbian or Albanian;
- 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.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

- 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;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- 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

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

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

Reporting Line:

The Witness Security 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;
- Trained in firearms;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the Albanian and/or Serbian language;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

The Associate Prosecutor reports to a Senior Prosecutor and/or Head of Investigations (Prosecutions) through a Prosecutor.

Main Tasks and Responsibilities:

- To conduct, under the overall direction of the Senior Prosecutors and/or 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 pre-trial, trial, and appeal proceedings;
- To assist in the coordination of daily investigative and prosecutorial tasks within the assigned Case Team;
- To participate in evidence and disclosure reviews;
- To conduct and participate in field activities;
- 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, the Registry, and external persons and entities, as appropriate;
- To assist the Senior Prosecutors, Head of Investigations (Prosecutions), and the Prosecutors in ensuring case management and legal filings and to assist in drafting of written submissions and carrying out quality management for all written submissions;
- To assist in timely and fully compliant legal disclosure;
- To, as appropriate, conduct witness interviews, preparation, and appear 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 lawyer in a complex case, of which at least five (5) years in serious crimes;

- Experience working in diverse legal systems;
- Experience in substantial legal drafting;
- 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 complex investigations and proceedings with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- Legal drafting skills at an international criminal 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;
- Good understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

The Analyst reports to the Senior Analyst.

Main Tasks and Responsibilities:

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

AND

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

Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law, Police Science, Intelligence, Criminology, History, Social Sciences or other related university studies;
- A minimum of seven (7) years of progressively responsible professional experience in the Police/Military/criminal justice system, or a related field, in particular with regard to international criminal investigation and prosecution;
- Extensive and progressive professional experience in evidence analysis and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Comprehensive knowledge of research and analytical techniques.

- Demonstrated ability to edit and critically assess expert and analytical reports;
- Excellent working knowledge of analysis and document management software and tools;
- Ability to acquire useful information from a variety of sources and excellent writing skills for drafting accurate reports;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Familiarity with the use of analytical software, platforms and tools such as Analyst's Notebook or equivalent;
- Experience in the investigation and prosecution/defence of war crimes or organised crime in a national jurisdiction, hybrid national or international court or tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Working knowledge of written and spoken Albanian and/or Serbian;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo.

Position: Associate Operational Support Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 566	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Operational Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Operational Support Officer reports to the Deputy Specialist Prosecutor through the Senior Operational Support Officer (Administration).

Main Tasks and Responsibilities:

- To assist the Senior Operational Support Officer (Administration) with the co-ordination of all administrative support required by the Specialist Prosecutor's Office (SPO) and to liaise with Registry counterparts accordingly;
- To assist with the internal process of validation and approval of budgetary commitments, payments, analysis of budget data, cost estimates and the monitoring of expenditures;
- To assist with the coordination, filing and execution of operational travel plans and related activities;
- To arrange mission travel, including transport, hotel, and any other related items, and to act as task manager for such expenditure;
- To assist with financial, administrative, and logistic arrangements for protected person under witness protection program arrangements;
- To assist with the coordination and communications between all operational staff when on mission, in liaison with the Prosecutors, Head of Investigations (Prosecution), Senior Prosecutors and the Security Team Leader, as required;
- To assist with receiving and coordinating the administrative and logistical support requirements of the SPO locations inside and outside the Netherlands;
- To assist the Senior Operational Support Officer (Administration) in ensuring compliance with the applicable EU financial and administrative regulations and the SPO guidelines or protocols and the Registry SOPs;
- To assist in preparing, to review and suggest management inputs on all decision memoranda, justification notes and other documents submitted by the SPO units and teams;
- To assist with the drafting, review and/or provide input to any reports or submissions related to administrative operations of the SPO;
- To ensure the proper handling of confidential and classified documentation and related information passing into, out of and through the Operational Support Unit;
- 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 at least one of the following fields of expertise: Business or Public Administration, Economics, Finance, Human Resources, Law, International Studies, Social Sciences or other related university studies;
- Experience in providing administrative services to a multi-disciplinary team, in a CSDP Mission, national government office or with an international organisation;
- Experience in the use of MS Office and other databases;
- Excellent organisational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Prior work experience with an operational police or military unit, carrying out specialised duties such as witness protection, secure witness travel or the provision of operational security to officials;
- Prior work experience in an international criminal or hybrid court preferably within a prosecutorial office, providing operational/administrative support;
- Experience in the use of travel reservation systems, e.g. Galileo;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Disclosure Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 567	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/Prosecution Division	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Disclosure Officer reports to a Senior Prosecutor and/or Head of Investigations (Prosecutions) through a Prosecutor. As the Data Protection Officer for the SPO, reports directly to the Specialist Prosecutor as the Data Custodian.

Main Tasks and Responsibilities:

- To assist in pre-trial, trial, or appellate proceedings, including by overseeing, coordinating, and ensuring the fulfilment of disclosure obligations towards the defence and other participants, including the use of sophisticated software tools developed for complex litigation in the prosecution of cases within the mandate of the Specialist Prosecutor's Office;
- To prepare and assist in the preparation of legal submissions (including filings, oral submissions, correspondence, memoranda, etc.), in particular, related to disclosure, evidence, archiving, or similar matters;
- To oversee, manage, and partake in the preparation of disclosure schedules, projects, protocols, and packages;
- To act as a focal point for matters relating to disclosure;
- To manage the work of Associate Disclosure Officers and act as the project manager for short term experts fulfilling disclosure review tasks;
- To oversee coordination with, as appropriate, the Case and Evidence Manager, the Senior CIS Officer, the Language Support Services Coordinator, and relevant sections of the Registry to ensure effective discharge of the office's obligations in relation to disclosure;
- To train and brief SPO staff on disclosure, and other evidence-related matters;
- To oversee and conduct reviews of evidence for purposes of disclosure and archiving and to manage assigned specific archiving projects;
- To act as Data Protection Officer for the SPO, and in this, to report directly to the SPO Data Custodian;
- 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 of which at least three (3) years at the supervisory/management level;

Specification of Education and Experience

- The above-mentioned University degree must be in Law or other studies relevant to the job description;
- Experience in dealing with complex investigations or prosecutions;

- Experience working in diverse legal systems;
- Professional understanding of and experience in research and analytical tools/applications and specialized court management software;
- 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 complex investigations and proceedings 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;
- Experience in carrying out Data Protection Officer duties;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Familiarity with relevant case-management, disclosure, and analytical tools, such as Legal WorkFlow, CaseMap, and Zylab;
- 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.