

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office 2-2019 Call for Contributions 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.:	Name of the Position	Availability
	<u>Seconded/Contracted</u>		
	011	Budget Officer	ASAP
	021	Recruitment Assistant	ASAP
	027	IT Helpdesk Assistant	ASAP
	031	Finance Assistant	ASAP
	044	Facilities Technician (Electrical/HVAC/Security Systems)	ASAP
	049	Court Officer	ASAP
	052	Records Assistant	ASAP
	053 pending	Legal Officer (Basic Court, Court of Appeal or Supreme Court)	ASAP

	055	Administrative Assistant	ASAP
	065-2	Senior Court Interpreter (Albanian)	ASAP
	066-1 3 positions	Court Interpreter (Albanian)	ASAP
	066-2 3 positions	Court Interpreter (Serbian)	ASAP
	068-1	Translator (Serbian)	ASAP
	068-2 3 positions	Translator (Albanian)	ASAP
	069	Reference and Terminology Assistant	ASAP
	071-1	Language Assistant (Albanian/Serbian)	ASAP
	099	Human Resources Officer	ASAP
	101	Procurement Assistant	ASAP
	104 2 positions	Security Supervisor	ASAP
	105	Senior Security Officer	ASAP
	106 3 positions	Security Officer	ASAP
	112	Audio Visual Director	ASAP
	114	Software System Support	ASAP
	133	Senior Legal Officer (Court of Appeals)	ASAP

	152	Head of Division of Judicial Services	ASAP
	155	Security Information and Coordination Officer	ASAP
	156	Security Information and Coordination Assistant	ASAP
	157	Application and Database Administrator	ASAP
	158	Head of Victims' Participation Office	ASAP
	159	Head of Defence Office	ASAP
	160	Facility Management and General Services Assistant	ASAP
	161	Chef de Cabinet/Senior Legal Officer	ASAP
	507	Operational Security Officer	ASAP
	512	Communication and Information Systems (CIS) Officer	ASAP
	522 pending	Interpreter/Translator (English/Albanian)	ASAP
	529 pending	Associate Prosecutor	ASAP
	536	Investigator	ASAP
	552	Associate Disclosure Officer	ASAP
	553	Prosecution Trial Manager	ASAP
	554	Senior Operational Support Officer (Administration)	ASAP

	555	Legal Officer/Associate Team Leader	ASAP
Deadline for Applications:	09 August 2019 at 17:00 hours (Brussels time)		
E-mail Address to send the Job Application Form to:	<u>For seconded candidates:</u> Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses: Civilian Planning and Conduct Capability (CPCC) <u>schr@eeas.europa.eu</u> <u>For contracted candidates:</u> Interested candidates, who wish to apply for vacancies open to contracted candidates, as indicated in the job descriptions, should use the standard application form (Annex 2). Only one application form with no more than 3 priorities per candidate will be accepted. Contracted candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses: Kosovo Specialist Chambers and Specialist Prosecutor's Office <u>applications@scp-ks.org</u>		
Information:	For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC) Mr Andre Konze <u>Andre.Konze@eeas.europa.eu</u> For questions from individual applicants, please contact the Kosovo Specialist Chambers and Specialist Prosecutor's Office <u>recruitment@scp-ks.org</u>		

Seconded Personnel – For seconded positions, only personnel nominations received through the official channels from the EU Member States/Contributing Third States will be considered. The Contributing States will bear all personnel-related costs for the seconded personnel, e.g. salaries, medical coverage, travel expenses to and from The Hague (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from the Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Kosovo Specialist Chambers and Specialist Prosecutor’s Office may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Kosovo Specialist Chambers and Specialist Prosecutor’s Office establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

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

Tour of Duty Period – Subject to the adoption of another Council Decision extending the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be 12 months. The Civilian Operations Commander requests that the Contributing States propose candidates for the following international staff positions, according to the requirements and profiles described below.

I. GENERAL CONDITIONS

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

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

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

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

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

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

II. REQUIREMENTS

A. Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and Abilities

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

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

Organizational Skills – The candidates must have excellent organizational 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.

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

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

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 using the standard Application Form (Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels/The Hague or by audio/video Skype/phone, before the final selection is made. Evaluation of qualified applicants may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, you may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutor’s Office may contact you for clarifications and follow-ups. If seconded candidates are required to travel to Brussels/The Hague for interviews, the Contributing States will bear any related costs.

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

Data Protection

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

Job Descriptions

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

Position: Budget Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 011	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 Budget Officer reports to the Head of Finance and Budget Unit.

Main Tasks and Responsibilities:

- To manage the day to day budgetary financial responsibilities of the unit in coordination with the Head of Finance and Budget Unit;
- To be responsible for the financial control of approved budgets and supplementary budgets;
- To monitor expenditures and their correct classification to budget lines;
- To coordinate reallocation of expenditures into other budget lines if necessary;
- To prepare internal and external financial reports;
- To prepare reports on budget trends and forecasts;
- To maintain the register of cost centre managers and their portfolio of assigned budget lines;
- To analyse budget data and to finalise cost estimates in coordination with cost centre managers;
- To be responsible for the set up and compliance of the budget calendar;
- To manage, coordinate and prepare future budgets proposals in coordination with the Head of Finance and Budget Unit;
- To liaise and cooperate on budgetary issues with the relevant internal and external actors;
- To assist with a variety of assignments requiring extensive research and data analysis;
- To develop and implement essential policies, tools and internal controls for reporting and budgeting processes;
- To support the Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers namely in planning, development and management of the budget, in line with the relevant existing EU rules, legal instruments, planning documents and instructions;
- 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 produce, gather, maintain and keep up-to-date files, documents, reports and guidelines;
- To provide support to the staff members of the Finance and Budget Unit when necessary;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Economics, Finance, Management, Accounting, Budgeting or other related university studies;
- Experience in the implementation of budgetary and financial processes and regulations;
- Excellent computer skills in MS Office applications (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 under stressful conditions and to prioritize and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

- Relevant work experience in an EU institution, CSDP Mission or an international organization or hybrid criminal court, preferably in a start-up phase;
- 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: Recruitment Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 021	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Recruitment Assistant reports to the Head of Human Resources Unit.

Main Tasks and Responsibilities:

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

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 responsible professional full-time experience in recruitment, preferably in the context of an international organization;
- Excellent organisational and interpersonal skills;
- Very good communication skills in English, both written and oral;
- Good computer skills in MS Office applications (Excel, Word, Power Point, Access);

- Ability to work under stressful conditions and to prioritize and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment.

Desirable

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Education and Experience:

- 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 experience in an IT environment with a focus on a broad range of IT technologies including helpdesk support networking, desktop systems, security and active directory;
- Technical training in information technology;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Very good communication skills in English, both written and oral;
- Effective time management skills;
- Ability to work under stressful conditions and to prioritize and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

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

Position: Finance Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 031	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 Assistant reports to the Head of Finance and Budget Unit through the Finance Officer.

Main Tasks and Responsibilities:

- To assist the Finance Officer with managing the day to day financial responsibilities of the unit in coordination with the Head of Finance and Budget Unit;
- To assist with the internal process of validation and approval of financial commitments with regards to availability of funds and procurement thresholds;
- To assist with the implementation of payments (including payroll), collection of revenue and recovery of amounts established as being receivable;
- To assist in the management and safekeeping of petty cash and other means of payment;
- To assist in preparing regular treasury forecasts to ensure that sufficient funds are available;
- To assist in establishing the accounting rules, methods and the chart of accounts;
- To assist in preparing, presenting and maintaining the accounts and in ensuring the safe-keeping of financial supporting documentation;
- To assist in the reconciliation of Fixed Assets, in coordination with inventory and asset section;
- To assist in ensuring the integrity, accuracy and timely submission of internal and external financial reports;
- To assist in managing, coordinating and preparing for internal and external audits;
- To assist in liaising and cooperating on financial issues with the relevant internal and external actors (including banks), including drafting routine correspondence;
- To assist with a variety of assignments requiring extensive research and data analysis;
- To assist in developing and implementing essential policies, tools and internal controls for financial processes;
- To assist the Finance Officer with supporting the Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers, including accounting, payments, treasury and implementation of the budget, in line with the relevant existing internal and EU rules, legal instruments, planning documents and instructions;
- To assist the Finance Officer with advising and supporting in identifying needs of goods and/or services specifically required, in technically defining the appropriate requirements to cover these needs and in participating, as appropriate, in the correspondent processes to procure these goods and services;
- To produce, gather, maintain and keep up-to-date files, documents, reports and guidelines, including scanning and archiving;
- To provide support, when necessary, to the staff members of the Finance and Budget Unit, as regards accounting, payments, travel entitlements and treasury matters;
- 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

- The above mentioned education and experience must be in at least one of the following fields of expertise: Economics, Finance, Accounting, Budgeting or related;
- 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 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.

Desirable

- Relevant work experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court, preferably in a start-up phase;
- 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: 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 Facility Management and General Services Officer.

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 liaise with the RvB to maintain building user licenses and fire certifications according to established standards;
- 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;
- 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 provide input on the building installation design for the new premises as and when required;
- To be available on a rotational basis for 24/7 call-out;
- To perform minor technical building repairs;
- 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;

- National qualification in building electrical/mechanical systems, (e.g. City and Guilds, NEN, etc.);
- 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/Dutch 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;
- Fluency of Dutch language.

Desirable

- Prior work experience in an international organization;
- Demonstrated initiative and willingness to learn new skills to keep abreast of the rapid advances in technology;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

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

Position: Records Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 052	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Experience working in a similar position in an international organization or international court or hybrid or national court;
- Knowledge of policies, procedures and practices related to the management of judicial records and/or translation request management;
- Excellent communication skills in English, both written and oral;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint) and Adobe or similar software;
- Ability to prioritize and manage a high workload on occasions;
- Absolute tact and discretion;
- Ability to work under stressful conditions and to prioritize and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

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

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

Reporting Line:

The position of Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the Judges' chambers, in either the Basic Court (Pre-Trial and/or Trial Panel), the Court of Appeal or the Supreme Court Chambers. When deployed, the Legal Officer reports to the Senior Legal Officer of the relevant Chamber.

Main Tasks and Responsibilities:

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

Additional Information:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of four (4) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of criminal law/international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);

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

Desirable

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

Position: Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 055	Location: The Hague, Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Chambers Legal Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The position of Administrative Assistant is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the Judges' Chambers. When deployed, the Administrative Assistant reports to the Senior Legal Officer.

Main Tasks and Responsibilities:

- To provide immediate administrative assistance to the Judges, Senior Legal Officer, Legal Officers and Associate Legal Officers;
- To receive and file all correspondence in the Chambers;
- To maintain a filing system;
- To prepare final drafts of documents for signature;
- To attend to incoming calls and to organize schedules;
- 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

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

Desirable

- Prior work experience in a national and/or international criminal or hybrid court;
- International experience, particularly in crisis areas with multi-national and international organizations;
- 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: Senior Court Interpreter (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 065-2	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Interpretation or other related university studies;

- A minimum of seven (7) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native command of Albanian and excellent knowledge of English is required;
- Excellent organizational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

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

Additional information

- Applicants may be required to sit a competitive interpretation and translation test.

Position: Court Interpreter (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 066-1	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Interpretation or other related university studies;

- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Albanian is required;
- Excellent organizational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

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

Additional information

- Applicants may be required to sit a competitive interpretation and translation.

Position: Court Interpreter (Serbian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 066-2	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Court Interpreter (Serbian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Interpretation or other related university studies;

- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Serbian is required;
- Excellent organizational, interpersonal and communication skills, both written and verbal;
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

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

Additional information

- Applicants may be required to sit a competitive interpretation and translation.

Position: Translator (Serbian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 068-1	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Translator (Serbian) reports to the Head of Language Services Unit (LSU) or other senior LSU staff as designated by the Head of Language Services Unit.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Translation or other related university studies;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native command of Serbian and excellent knowledge of English is required;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritize and manage a high workload while complying with deadlines;

- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds.

Desirable

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

Position: Translator (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 068-2	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Translator (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Translation or other related university studies;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native command of Albanian and excellent knowledge of English is required;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills, acute sensitivity to nuance and attention to detail;

- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds.

Desirable

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

Additional information

- Applicants may be required to sit a competitive translation test.

Position: Reference and Terminology Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 069	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Reference and Terminology Assistant reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To provide staff and freelance linguists with timely and complete reference material for their assignments;
- To contribute and assist in maintaining and optimizing the Unit's electronic translation memory, terminology database and document management system;
- To carry out documentary and linguistic research and identify relevant background material and appropriate terminology;
- To feed terminological entries and texts into the terminology and document databases;
- To produce glossaries;
- To assist with ad hoc terminological research and reference queries;
- To undertake the alignment of multilingual versions of documents;
- To participate in testing and installation of computer-assisted terminology software and related tools;
- 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 relevant experience in the field of terminology and reference in an international organization, preferably in a judicial or legal environment;
- Proficiency in using information technology, e.g. search engines, document and terminology management databases, MS Office applications;
- Excellent knowledge of English and Albanian or Serbian is required;
- Excellent interpersonal and communication skills;
- Ability to perform relevant terminological and documentary research and to update a terminology bank meticulously, to create glossaries and retrieve material rapidly;
- Ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to work productively in a fast-paced, team-oriented environment;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment.

Desirable

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

Additional information

- Applicants may be required to sit a technical test.

Position: Language Assistant (Albanian/Serbian)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 071-1	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language Assistant (Albanian/Serbian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To perform administrative tasks related to provision of in-house and external translation services, including assigning translation tasks, timely delivery to clients, assisting with compiling accurate statistical and other reports;
- To assist with administrative tasks related to provision of interpretation and recruitment of free-lance interpreters, programming of assignments and preparation of material needed by interpreters;
- To provide draft translation of documents from and into Albanian or Serbian and English, respecting deadlines and adhering to in-house terminology and style guides;
- To provide consecutive interpretation as needed;
- To assist with post-production of translated material;
- To assist in referencing of documents and conducting research for translators and interpreters upon request;
- To identify new terminological material for consideration of senior staff members, and assist in updating and maintaining the LSU terminology database;
- To provide other administrative support to the LSU, as required;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

- A minimum of 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 experience in language services and document management, preferably in an international organization or international court;
- Excellent knowledge of English and Albanian or Serbian is required;
- Ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to work productively in a fast-paced, team-oriented environment;
- Excellent interpersonal and communication skills;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment.

Desirable

- Knowledge of all three official languages of the institution (English, Albanian and Serbian) is an asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

- Applicants may be required to sit a technical test.

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 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 Unit 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.

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 ERP systems/implementation;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

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

Reporting Line:

The Procurement Assistant reports to the Head of Procurement Unit.

Main Tasks and Responsibilities:

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

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

Desirable

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

Position: Security Supervisor	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 104	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Security Supervisor reports to the Senior Security Supervisor.

Main Tasks and Responsibilities:

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

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

- Relevant experience within an international, hybrid or national criminal court;
- Prior supervisory level responsibilities within a Police, Military, Judicial or International security environment;
- Experience in handling of detained persons;
- Experience in the provision of physical security, security screening and/or access control services;
- Successful completion of a recognised firearm certification program within a national (i.e. Police, Military or Governmental) or international entity and prior experience in the performing of armed security related tasks;

- Proven experience in subordinate performance reporting and staff development;
- Excellent communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment, and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Experience in the use of technical security equipment (screening and/or control room infrastructure);
- First Aid and/or Fire and Safety certification;
- Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, Supervisory Skills, Incident Control, etc.

Position: Senior Security Officer	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 105	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Senior Security Officer reports to the Security Supervisor.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

Desirable

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

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

Reporting Line:

The Security Officer reports to the Security Supervisor.

Main Tasks and Responsibilities:

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

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

Desirable

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

Position: 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:

- Under the supervision of the Courtroom Technology Supervisor, to 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 be responsible for production and record keeping of courtroom proceedings archives and other confidential recorded materials;
- To assist the Court Management Unit (CMU) by developing, filming and production of video material, both instructional and informative for the internal use or external distribution, and to mix and edit these materials;
- To assist the Registry, Prosecution and Defence by mixing, editing and subtitling AV content for legal courtroom presentation and for the internal and external distribution;
- 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 liaise with the Court Management Unit and Public Information and Communication Unit with regard to television and radio coverage of courtroom events;
- 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

- Minimum of five (5) years of practical experience as an Audio Visual Director 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;
- 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.

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: Software System Support	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 114	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Software System Support reports to the Software Manager.

Main Tasks and Responsibilities:

- To assist in the implementation, configuration and maintenance of enterprise applications;
- To ensure the health and proper functioning of enterprise applications;
- To administer users, privileges and application settings;
- To conduct deployments, migrations and conversions;
- To support MS SQL databases;
- To maintain/enhance custom SharePoint and ASP.net solutions, including functional augmentation of existing applications;
- To assist in project documentation;
- To be responsible for identifying and highlighting problems arising from recurring, systematic or procedural defects in software, and subsequently initiating action to resolve them;
- To assist in all phases software specification, procurement, implementation and operation by providing guidance from a development support perspective;
- 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

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

Desirable

- Certifications in software development related skills such as Java, C++, C#, XML, HTML, CSS, SQL, object orientated programming, business process modeling;
- DevOps experience;
- International work experience, preferably in a legal environment or a court system;

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

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

Reporting Line:

The position of the Senior Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the Judges' Chambers, in particular the Court of Appeals Panel. When deployed, the Senior Legal Officer reports to the Chef de Cabinet/Senior Legal Officer.

Main Tasks and Responsibilities:

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

Additional Information:

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

Essential Qualifications and Experience:

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

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements out of which a minimum three (3) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in Law;
- A minimum of five (5) years of professional experience at the international level (experience at the appeals level is an asset, but not essential);
- Extensive knowledge and practical experience of international law;
- Intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives;
- Excellent interpersonal and communication skills (verbal, written and presentational) including ability to defend difficult positions;
- Excellent drafting and reporting skills in English;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

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

Position: Head of Division of Judicial Services	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 152	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Judicial Services	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Division of Judicial Services reports to the Registrar and Deputy Registrar.

Main Tasks and Responsibilities:

- To provide strategic and policy advice and support to the Registrar and Deputy Registrar in order to ensure the adequate, efficient and effective provision of judicial support services for the Chambers and judicial proceedings;
- As agreed by the Registrar, to supervise and oversee the work of the relevant units in the Division of Judicial Services, including the Court Management Unit, Victims' Participation Office, Defence Office and Language Services Unit; and, in close coordination with the Registrar and/or Deputy Registrar, to coordinate their day-to-day work;
- To report to the Registrar and Deputy Registrar of all relevant activities and operations, drawing attention to challenges and issues as they arise, and to assist in their resolution;
- To advise on and oversee the development and implementation of approved practice directions and guidelines to achieve and maintain efficient, reliable and client-oriented judicial services with a view inter alia to ensure the publicity of judicial proceedings, while protecting the rights and interests of all participants;
- To ensure accurate and timely internal reporting, including the submission of information from the Division of Judicial Services to the Immediate Office of the Registrar, and to liaise with external bodies, as requested;
- To participate in the budget process, as requested, and to liaise and coordinate with the Head of Division of Administration on administrative matters related to the provision of judicial support services;
- To consider and propose to the Registrar good practices and improvements in the management of courtroom operations and other support functions;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 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: Law, Social Sciences, Political Sciences or other related university studies;
- Minimum of four (4) years of experience at the management level within an international, internationalized or hybrid judicial organisation or equivalent experience in a domestic setting;

- Extensive and progressive professional experience in the area of judicial services, such as assistance to Judges in complex international proceedings, court management, legal services within Chambers or a Registry, or in a senior level supervisory judicial/legal role;
- Experience in strategic planning, in building cohesive teams and directing them towards the achievement of identified goals within approved budgets and agreed timelines;
- Proven leadership ability to plan and direct management and service-related programmes, projects and activities;
- Proven ability to work under pressure and willingness to work long hours, as required;
- Proven ability in managing complex organisational initiatives, as well as experience in a supervisory role with large teams;
- Excellent interpersonal and communication skills;
- Excellent command of written and spoken English, as well as ability to write clearly, concisely and analytically.

Desirable

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

Position: Security Information and Coordination Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 155	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 Information and Coordination Officer reports to the Head of Security and Safety Unit.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

- Experience in provision of security and travel coordination services in security sensitive/ hostile/field environments;
- Experience in compilation of security risk assessments, security plans and situational monitoring;
- Experience in information asset management, database management and working with collaborative software, such as Microsoft SharePoint;
- Excellent communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Minimum category B driving license.

Desirable

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

Position: Security Information and Coordination Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 156	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 Information and Coordination Assistant reports to the Security Information and Coordination Officer.

Main Tasks and Responsibilities:

- To undertake open source information research and collation of information and specific assessments in relation to the organizational threat profile, operations and interests of the Kosovo Specialist Chambers;
- To assist in the advanced operational planning and coordination of security tasks relating to the travel of senior officials and specialist mission support;
- To ensure the validity and applicability of internal information resources inclusive of the administration of digital resources such as the Country Security Plan, Security Protocols and Contingency Plans;
- To control and monitor travel risk management processes providing first line support to business travelers, inclusive of pre-mission preparedness and compliance requirements;
- To provide general administrative support to the Security and Safety Unit;
- 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

- Experience in the production and administration of digital information resources;
- Experience in the provision of security and/or travel coordination services in security sensitive/field mission environments;
- Experience in open source research and/or situational monitoring;
- Excellent communication skills in English, both written and oral;
- Ability to work with MS Office applications (Word, Excel, PowerPoint, etc.), inclusive of SharePoint applications;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Minimum category B driving license.

Desirable

- Relevant experience preferably within an international, hybrid or national criminal court;

- Prior experience in a security/administrative role in the Balkan region;
- Knowledge of Serbian and/or Albanian language;
- Familiarity with applicable EU policies in relation to classified information and field security.

Position: Application and Database Administrator	Employment Regime: Seconded/Contracted	Post Category: Management Level AL-1
Ref. number: 157	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 Application and Database Administrator reports to the Software Manager.

Main Tasks and Responsibilities:

- To support the Software Manager in ensuring the correct functioning and health of applications and databases;
- To support the delivery of application and database administration services to the Software Support Team, the Court Management System and the rest of the organization;
- To administer MS SQL databases;
- To administer applications and integration services;
- To assist in projects involving feasibility studies, systems analysis, design, development and implementation of new components of the system, which can include system development;
- To collaborate with IT Services, IT Operations, Information Management, Business Units and external partners to devise effective solutions;
- To develop detailed system and other functional specifications and user documentation for major systems;
- To organize and perform unit and integrated testing, designing and utilizing test bases and to assist users in acceptance testing;
- In collaboration with the business, IT Services and IT Operations, to create, update and maintain the user, administrative and technical documentation of the applications, systems and underlying databases of the organization;
- To research, analyse and evaluate new technologies and make recommendations for their deployment;
- To undertake any other related tasks as requested by the Line Managers.

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 in software development and support, with technical training in software development, database administration and application management;
- Extensive administrative experience in managing MS SQL Servers and MS SQL databases;
- Development experience in C++ or C#, and ASP.net;
- Effective time management skills, including ability to prioritize and manage a high workload on occasions;

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

Desirable

- Certifications in database administration relates skills such as MS SQL Server;
- Certifications in software development related skills such as Java, C++, C#, XML, HTML, CSS, SQL, object orientated programming, business process modeling;
- ITIL Certification;
- International experience, particularly in an international organization or a hybrid court system;
- Knowledge of the functioning of the EU and in particular CSDP missions.

Position: Head of Victims' Participation Office	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 158	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Judicial Services/ Victims' Participation Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Victims' Participation Office reports to the Registrar/Deputy Registrar.

Main Tasks and Responsibilities:

- To manage the Victims' Participation Office promoting and ensuring the rights of victims as enshrined in the legal framework establishing the Specialist Chambers;
- To act as the Registrar's representative, both internally and externally to the Specialist Chambers, representing and promoting the rights of the victims and in matters related to the provision of victims' participation;
- To oversee the efficient processing of applications made by alleged victims to participate in proceedings before the Specialist Chambers, including the management of workflow and the related electronic system, and to liaise for that purpose with the Head of Information Technology Services Unit, the Senior Information and Records Management Advisor and the Head of Court Management Unit;
- To manage outreach programmes and other communication, in close collaboration with the Public Information and Communication Unit, and including through coordination with recognized and respected civil society organizations;
- To oversee the services provided to alleged victims in relation to Specialist Chambers' proceedings, as provided for in the Specialist Chambers' Rules of Procedure and Evidence, including ensuring the provision of adequate assistance and legal representation by selection and management of a Victims' Counsel, the provision of the requisite notifications and information, as participating victims are entitled, and ensuring individual victims' protection, as appropriate through all stages of proceedings;
- To ensure the proper administration, oversight and monitoring of victims' participation legal assistance budget;
- To ensure that the representation of victims meets internationally recognized standards through the rigorous procedures based on agreed eligibility and selection criteria, monitoring and management of an effective complaints procedure;
- To ensure gender sensitive measures and expert input, advice and representation in relation to victims of sexual violence at all stages of proceedings, as well as the training of staff of the Victims' Participation Office and Victims Counsel, on issues of trauma, sexual violence, security and confidentiality;
- To act as a second Victims Counsel and/or provide witness representation, if required;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in Law;
- A minimum of twelve (12) years of progressively responsible practical legal experience, preferably in victim-related issues;
- Managerial experience, preferably within or in relation to an international, hybrid or national criminal court;
- Experience in drafting legal documents, preferably legal texts and court filings, as well as experience as a lawyer in criminal and/or tort-related matters;
- Experience in dealing with victims' needs and requests, preferably including outreach in relation to victims of crimes committed on a large scale;
- Excellent organizational skills, including experience in managing filings and applications, and employing electronic data management systems;
- Excellent communication skills in English, both written and oral;
- Excellent interpersonal skills, including the ability to interact responsibly within the organization and with other institutions in highly sensitive matters;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds.

Desirable

- Experience in setting up, reforming or managing an office handling victims' applications for participation in proceedings or for reparations, at an international, national or hybrid criminal institution;
- Experience in managing common legal representatives for victims;
- Experience in acting as a common legal representatives, especially for victims;
- Experience in handling confidential information with tact, discretion and accuracy, and experience in the implementation of protective measures;
- Specialist knowledge and/or experience of particularly vulnerable victim groups, such as children and/or victims of sexual or gender based violence;
- International experience in crisis areas within multi-national and international organizations in the criminal justice and/or human rights field;
- Good understanding of the political situation in the Balkans, in particular Kosovo, and preferably also of the situation of victims of serious crimes.

Position: Head of Defence Office	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 159	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Judicial Services/ Defence Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Defence Office reports to the Registrar/Deputy Registrar.

Main Tasks and Responsibilities:

- To manage the Defence Office of the Specialist Chambers promoting and ensuring the rights of the accused as enshrined in the legal framework of the Specialist Chambers;
- To act as the Registrar's representative, both internally and externally to the Specialist Chambers, representing and promoting the rights of the accused and in matters related to the provision of defence;
- To establish relationships with relevant lawyers' associations and, in close collaboration with the Public Information and Communication Unit, to provide the public and other relevant actors accurate information about the rights and role of the defence in proceedings before the Specialist Chambers;
- To oversee the activities of the Defence Office through application of policies, regulations and practice directions and forms relevant to the Defence Office and its activities, and to efficiently manage the workflow and related electronic system, including to liaise for that purpose with the Head of Information Technology Services Unit, the Senior Information and Records Management Advisor and Head of Court Management Unit;
- To administer a list of defence counsel, including selection, appointment, and assignment of counsel and assignment of mandatory representation, and to ensure that representation of the accused meets internationally recognized standards through rigorous procedures based on agreed eligibility and selection criteria and monitoring, as well as acting as a primary contact point for complaints regarding counsel and to initiate disciplinary proceedings, as appropriate;
- To ensure adequate assistance, support and facilities to assigned defence counsel and their support staff;
- To administer a system of legal aid for representation of indigent or partially indigent accused before the Specialist Chambers, according to procedures and standards set out in the Law on the Specialist Chambers and Prosecutor's Office, the Rules and the Legal Aid Policy;
- To ensure the proper administration, oversight and monitoring of the relevant budget according to procedures and standards set out in the Legal Aid Policy of the Specialist Chambers;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in Law, Political Science, International Relations or other related university studies;
- A minimum of twelve (12) years of progressively responsible practical experience in defence and/or criminal law and/or legal aid related matters;
- Managerial experience, preferably within an international, hybrid or national criminal court;
- Excellent organizational skills, including managing filings, and employing electronic data management system;
- Experience in drafting legal documents, preferably legal texts and court filings;
- Excellent interpersonal skills, including the ability to represent and interact responsibly within the organization and with other institutions in highly sensitive matters;
- Experience of outreach to lawyers, preferably criminal lawyers dealing with international crimes;
- Excellent communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds.

Desirable

- Experience in setting up, administering or managing a Defence Office at an international, national or hybrid criminal institution;
- Experience in managing a legal aid system;
- Experience of interacting with international counsel;
- Experience in handling confidential information with tact, discretion and accuracy;
- International experience within multi-national and international organizations in the criminal justice field, and particularly in crisis areas;
- Good understanding of the political situation in the Balkans, in particular Kosovo;
- Good understanding of the systems of legal assistance and legal aid in Kosovo.

Position: Facility Management and General Services Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 160	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 Facility Management and General Services Assistant reports to the Facility Management and General Services Officer.

Main Tasks and Responsibilities:

- To assist the Facility Management and General Services Officer in the coordination of the daily operations of the Facility Management and General Services Unit (FMGSU) in its delivery of service to its clients;
- To manage the Facility Management Service Desk Tool, assigning tasks to FMGS Technicians and external contractors via the set protocols in the Service Level Agreement with the Ministry of Housing (RVB).
- To review and monitor performance of external contractors relating to SLA to ensure that targets are met in respect to the Management Service Plan and prepare reports accordingly to the FMGS Officer;
- To provide administrative and organizational support to the FMGSU;
- To manage the stationary and postal and courier framework contracts insuring orders, reviewing invoices and preparing provisional acceptance certificates and VEPO's, as necessary;
- To undertake and organise the mail and pouch services to ministries, embassies and international organizations in the Netherlands;
- To receive, process and log all incoming mail, express mail and parcels delivered to the Kosovo Specialist Chambers, and to ensure that the Security Protocols are enforced on all matters relating to the receipt of external mail;
- To ensure a timely distribution of case related documents;
- To administer attendance, keep accurate office records and provide relevant reports;
- To assist the FMGS Officer in managing the FMGSU framework contracts;
- To maintain and create internal spread sheets and databases, when required;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Proficiency in MS Office applications and in using information technology;
- Good communication skills in English and Dutch, both written and oral;
- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;

- Good inter-personal and communication skills, both written and oral;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people from different national and/or cultural backgrounds;
- Valid European driving license (minimum category B).

Desirable

- Previous experience working in an international organization or hybrid court;
- Knowledge of the functioning of the EU;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Chef de Cabinet/Senior Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 161	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Chambers	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Chef de Cabinet/Senior Legal Officer reports to the President of the Specialist Chambers.

Main Tasks and Responsibilities:

- To plan, organize and coordinate all the activities within the Office of the President;
- To assist the President in the coordination of the work of the Specialist Chambers and the management of the roster of the International Judges, including directly liaising with the Judges to assist with the President's responsibility for the good administration of justice;
- To act as principal advisor and operational contact person to the President;
- To independently advice, plan and coordinate all diplomatic and political engagements of the President and to attend and manage meetings with all relevant stakeholders;
- To manage administrative matters within the competence of the President of the Specialist Chambers, including liaising with the Judges;
- To attend diplomatic functions, on behalf of the President, and to coordinate with all the organs of the Specialist Chambers, Kosovo institutions and organizations, embassies accredited to the Netherlands and other relevant organizations;
- To represent the President on the various Specialist Chambers committees, as well as at speaking engagements;
- To ensure the follow-up actions of inter-organs bodies of the Specialist Chambers;
- To support the judicial capacity of the President through the review of legal research and drafting performed by all legal officers within the Office of the President;
- To act as the Chambers' and the Chambers Legal Support Unit's focal point for the budget and administrative matters;
- To act as the Head of/Line Manager of all Chambers Legal Support staff and supervise other staff in the President's Office;
- To advise the Supreme Court Chamber on all aspect of substantive and procedural law with respect to appeal matters and to plan, organize and coordinate all activities within the Supreme Court Chamber;
- To supervise research projects by the Supreme Court Chamber staff and interns;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above-mentioned University degree must be in a field of Law;

- Minimum of twelve (12) years of progressively responsible professional experience, including five (5) years at the international level;
- Extensive knowledge and practical experience of international law and international diplomacy;
- Intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives;
- Excellent interpersonal and communication skills (spoken, written and presentational), including ability to defend difficult positions;
- Excellent drafting and reporting skills in English;
- Ability to work in a demanding, deadline driven environment and to perform under stress and in difficult circumstances;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.

Desirable

- Knowledge of another official language of the Court would be an asset;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

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;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- Very good team working skills;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Demonstrated sound judgement;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Ability to analyse information.

Desirable

- Driving license of Category C;
- Qualification in analytical processing and development of threat and risk assessments;
- Successful completion of the EEAS Mission Security Officers (MSO) Certification Course;
- Willingness to undertake extensive duty traveling on short notice;
- International experience of an ESDP/CSDP together with experience of multinational and international organizations/Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To support the sensitive and open operations and activities of the SPO by delivering appropriate CIS services;
- To ensure that SPO data and CIS services are fulfilling Information Assurance principles (confidentiality, integrity, availability, non-repudiation and authenticity) through measures, including:
 - ensuring the servicing and maintenance of CIS equipment and software,
 - hardening (securing) of systems,
 - complying with relevant protocols and regulations;
- To provide CIS support and training to SPO staff members;
- To draft reports, operating instructions, guidelines and procedures within the CIS field;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Information Technology or other related university studies;
- Relevant up-to-date experience in the management of Microsoft Enterprise Environment;
- Relevant experience and knowledge of networking and communications equipment;
- Knowledge and/or experience in developing internal IT management and communication systems, processes and policies;
- Very good team working skills;
- Demonstrated ability to build trust and working with people from different national and/or cultural backgrounds;
- Tact, accuracy and discretion in handling sensitive and confidential information;

Desirable

- Experience managing IT operations in a highly secure setting;

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

Desirable

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

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/ Prosecutions Unit/Trial Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Prosecutor reports to the Senior Prosecutor through a Prosecutor.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise:
Law or other related university studies;
- A minimum of seven (7) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least five (5) years in serious crimes;
- Experience working in diverse legal systems;

- Demonstrated sound judgement;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

Reporting Line:

The Investigator reports to the Senior Prosecutor through the Head of Investigations (Prosecution).

Main Tasks and Responsibilities:

- To carry out international law enforcement liaison and coordination at the working level;
- To examine all material, prepare, plan, develop, and coordinate activities relevant to the Specialist Prosecutor's Office (SPO) investigations, including interviewing of victims and witnesses and the gathering of evidence, as directed and supervised by the SPO Prosecutors. When required, to attend crimes scenes and exhumation sites;
- To prepare official reports and maintain prosecution investigation files;
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To manage and maintain general correspondence in appropriate filing system, including both electronically and hard copy, according to the EU standards and guidelines;
- To implement policies and procedures towards the goals and objectives of the SPO;
- To provide clear and concise reports and information/feedback to the management/chain of command;
- To use and update electronic database systems employed by the SPO;
- To carry out any investigative actions provided for under applicable laws and rules of procedure and evidence;
- To act as police;
- To undertake any other related task as requested by the Line Managers.

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 field of expertise: Law, Police Science, Intelligence, Criminology, Social Sciences or other related university studies;
- A minimum of seven (7) years of progressively responsible professional experience in the Police/Military, in particular with regard to international criminal investigation;

- Experience in war crimes, organised crime and or other complex criminal investigations, including knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;
- To be familiar with victim support issues, as they relate specifically to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
- Thorough knowledge of modern office procedures and equipment, ability to use and supervise others in the use of standard office software;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- 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 build trust and establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Authorised to carry and issued a personal weapon if seconded, or be prepared to be trained in their use, if contracted.

Desirable

- Willingness to undertake extensive duty traveling on short notice;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language.

Position: Associate Disclosure Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 552	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Legal Advisory Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Disclosure Officer reports to the Senior Legal Advisor through the Legal Officer Team Leader.

Main Tasks and Responsibilities:

- To assist in pre-trial, trial or appellate proceedings by fulfilling disclosure obligations towards the defence and other parties, including the use of sophisticated software automation tools developed for complex litigation in the prosecution of cases within the mandate of the Specialist Prosecutor's Office;
- To assist in compliance with and the preparation of responses to data protection subject data requests;
- To prepare or assist in the preparation of legal submissions (including briefs, motions/responses/replies, correspondence, memoranda etc.) in the course of preparations for and during prosecutions;
- To assist the Prosecutors and the Prosecution Trial Manager in fulfilling pre-trial and trial obligations towards the defence and victims counsel, the preparation of pre-trial disclosure schedules and packages for release electronically or in hard copy;
- To carry out and/or monitor short term experts in the review of evidence for disclosure and act as first or second stage reviewer for disclosure release, as required.
- To undertake legal research and analysis;
- To undertake any other relevant 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:
Law or any other qualifying degree or legal qualification;
- Experience in dealing with complex investigations or prosecutions;
- Professional understanding and experience in research and analytical tools/applications and specialized court management software;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organizational skills and ability to work with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

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

Desirable

- Experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Ability to perform under stress and in difficult circumstances.

Position: Prosecution Trial Manager	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 553	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Prosecution Trial Manager reports to the Specialist Prosecutor/Deputy Specialist Prosecutor through the Senior Prosecutor.

Main Tasks and Responsibilities:

- To assist and advise the Senior Prosecutor with the management of preparations for and during trials and hearings conducted before the Kosovo Specialist Chambers, including the coordination of and ensuring the execution of instructions for these purposes from the Senior Prosecutor and/or the Head of Investigations (Prosecution) to prosecutors, legal officers, analysts, investigators and case management staff within the Specialist Prosecutor's Office (SPO), and, where necessary, to coordinate directly with the Registry Case Management Unit;
- To assist in preparing, planning, developing and coordinating activities relevant to the SPO prosecutions, including the preparation of evidence for presentation at trial and case management, as directed and/or supervised by the Senior Prosecutor and the Head of the Investigations (Prosecutions);
- To advise the Senior Prosecutor regarding specific prosecution strategies and actions undertaken by the SPO, including the methodology, timing and sequencing of their execution, with the aim of contributing to the achievement of the SPO prosecutorial objectives;
- To provide expert assistance regarding the examination, interpretation and evaluation of material gathered by the SPO and its presentation at trial;
- To present findings and advice/feedback to the SPO management in the form of clear, concise and well-supported briefs or reports that assist in developing prosecutorial trial presentation strategy;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law or other related university studies;
- A minimum of ten (10) years of professional experience in conducting or coordinating large-scale and complex trials or prosecutions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Substantial experience in managing criminal trials;
- Experience working in diverse legal systems;
- Experience in carrying out complex investigations related to the Western Balkans Region;
- Knowledge of the functioning of international criminal courts and other investigative instances, as well as the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Senior Operational Support Officer (Administration)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 554	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- Under the guidance of the Deputy Specialist Prosecutor, to be responsible for the co-ordination of all operational support (administration) for the Specialist Prosecutor's Office (SPO) and to liaise with Registry counterparts accordingly within the Division of Administration: Human Resources, Finance and Budget, Procurement, Information Technology Services, Security and Safety, Facilities Management and General Services;
- To supervise the work of junior administrative support staff in the SPO;
- As directed, to deputize for and carry out allocated operational support (administration) responsibilities of the Deputy Specialist Prosecutor;
- Act as a secondary SPO authorizing officer in the absence of the Deputy Specialist Prosecutor and/or Specialist Prosecutor for approvals within delegated authority;
- To study and propose operational and management decisions with the objective of increasing the efficiency of the SPO administration;
- To propose good practices, administrative and management decisions that have the objective to increase the efficiency of the SPO;
- To carry out project management tasks in the context of investigative and prosecutorial activities of the SPO, including coordinating the procurement and delivery of any operational support activity by carrying out market research, drafting statements of requirements, terms of reference, and other drafting as assigned;
- To assist the SPO financial authorizing officers 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 receive, coordinate and manage the administrative and logistical support requirements of the SPO locations inside and outside the Netherlands;
- To draft, review and/or provide input to any senior level reports or submissions related to administrative operations of the SPO;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Business or Public Administration, Economics, Finance, Human Resources, Law, International Studies, Social Sciences or other related university studies;
- Minimum of two (2) years of experience at management or senior supervisory level;
- Extensive and progressive professional experience in at least two of the following areas of administration: Human Resources, Finance and Budget, Procurement, and/or General Services;
- Excellent organizational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Excellent drafting and report writing skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Prior work experience in an international criminal or hybrid court preferably within a prosecutorial office, providing substantive operational/administrative support;
- Demonstrated solution orientated experience;
- Ability to perform under stress and willingness to work long hours, as required;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Legal Officer/Associate Team Leader	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 555	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Legal Advisory Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer/Associate Team Leader reports to the Senior Legal Advisor.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in Law, or otherwise qualified to practice law in a domestic jurisdiction;
- A minimum of ten (10) years of professional experience in criminal law either as a lawyer, prosecutor or judge, legal officer/jurist at a prosecution office or court, defense attorney, injured party legal representative or legal officer at an international tribunal or hybrid international court;

- Experience in coordinating and reviewing draft legal documents and legal filings, and in coaching, mentoring and otherwise developing legal drafting skills;
- Extensive experience in drafting court submissions in international criminal cases and excellent legal drafting skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organizational skills and ability to work with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

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