

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office KSC-SPO 2-2025 Call for Contributions (CfC) 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 post:	Location:	Availability:
	<u>Seconded/Contracted (15 posts)</u>			
	0029	Staff Administrative Assistant	The Hague	15 June 2026
	0032*	Legal Counsel	The Hague	15 June 2026
	0105*	Senior Security Officer	The Hague	ASAP
	0114	Software System Support	The Hague	ASAP
	0176*	Legal Officer	The Hague	15 June 2026
	0201	Outreach and Communications Coordinator	The Hague	15 June 2026
	0202	Procurement Coordinator	The Hague	ASAP
	0203	Court Services Coordinator	The Hague	15 June 2026
	0204	Defence Office and Victims' Participation Office Coordinator	The Hague	15 June 2026
	0205	Witness Protection and Support Office Coordinator	The Hague	15 June 2026
	0206 (2 positions)	Judicial Services Operations Assistant	The Hague	15 June 2026
	0210	Judicial Services Associate Operations Officer	The Hague	15 June 2026
	0572	Disclosure and Evidence Officer	The Hague	15 June 2026
	ST0176	Legal Officer	The Hague	15 June 2026

Deadline for applications:	Friday, 19 December 2025 at 17:00 (Brussels time)
Applications must be submitted to:	1) <u>You have the nationality of an EU Member State:</u> You must use the online application platform <i>Goalkeeper</i> to apply via one of the following links, as applicable: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do Please note: To be eligible for consideration, KSC-SPO must receive both the Goalkeeper online application form and the completed Annex 3 via the Goalkeeper platform. Annex 3 must be downloaded, completed offline, and uploaded as part of the Goalkeeper online application. In Goalkeeper, seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities. 2) <u>You have the nationality of a non-EU Contributing Third State (CTS):</u> a) For candidates seconded by their non-EU CTS ('seconded' regime): Only seconded nationals of a non-EU Contributing Third States can be proposed by their National Seconding Authority (no personal applications will be considered). Please contact your seconding authority to send you the application form. b) For candidates from non-EU CTS applying directly ('contracted' regime): The Application Form for the CTS (Annex 2), available on both the EEAS website and the website of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, shall be sent to the following email address only: Applications@scp-ks.org Please note: Only one (1) Application Form per candidate will be accepted, which is the latest received within the deadline, and while the one submitted through the National Authorities being given a priority.
Information:	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ): Ms Susanne EVERT CivOpsHQ-HR-KSC-SPO@eeas.europa.eu +32 (0)2 584 29 63

* Position anticipated to become vacant.

Seconded Personnel – For seconded positions, only personnel nominations received through the official channels from the EU Member States/Contributing Third States will be considered. The Contributing States will bear all personnel-related costs for the seconded personnel, e.g. salaries, medical coverage, travel expenses to and from The Hague (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Seconded personnel from Contributing Third States – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Kosovo Specialist Chambers and Specialist Prosecutor's Office may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Kosovo Specialist Chambers and Specialist Prosecutor's Office establishes the conditions of employment, duration of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy in accordance with the Staff Rules of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. A fixed-term contract may be offered for any period up to one year, and there is no right to or expectation of renewal. The Registrar may nevertheless offer to renew a staff member's contract, subject among other things to the approval of the KRSJI Budget and continuation of the post into the next budgetary period. Preference will be given to seconded candidates.

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

Tour of Duty Period – Subject to the adoption of another Council Decision extending the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor's Office and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment of Seconded Personnel should normally be 12 months but may be for any period in accordance with national procedures for secondment, except for the short-term positions containing letters ST in their reference number.

For the **short-term positions** containing letters "ST" in their reference number, the following conditions further apply: the maximum duration of the deployment/contract in the short-term positions will be less than 12 months, as specified in the respective job descriptions provided below, with no possibility for renewal/extension. In cases of continuation of the short-term post into the new budgetary period, the renewal/extension of the deployment/contract within the remainder of the maximum duration of less than 12 months, will be subject to:

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

The Civilian Operations Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for KSC, according to the requirements and profiles described below.

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State¹

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

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.

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

II. REQUIREMENTS

II.A Essential requirements

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

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. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with "Fit to work clearance" procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

Knowledge – 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).

¹ Canada, Norway, Switzerland, Türkiye, and the United States of America

Skills and abilities

Language skills – 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. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Digital skills – Skills in word processing, spreadsheet and e-mail systems are essential. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

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

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

II.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

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

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

Education diploma(s)/certificate(s) and/or 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) and Certificate of Good Conduct – 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. Selected candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 6 months (the so-called **Certificate of Good Conduct**).

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the KSC-SPO's Human Resources before their deployment.

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Medical certificate – The selected candidates should undergo a medical examination and be certified medically fit to work and travel, by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS and KSC-SPO are committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS and KSC-SPO are committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

Application form – Applications will be considered only when using the online application form (AF) with Addendum (Annex 3) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates from Contributing Third States will apply using the dedicated application form (Annex 2) returned in Word format.

Selection process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels/The Hague or by audio/video Skype/Zoom/phone, before the final selection is made. Evaluation of qualified applicants may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, you may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutor's Office may contact you for clarifications and

follow-ups. If seconded candidates are required to travel to Brussels/The Hague for interviews, the Contributing States will bear any related costs.

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

Data protection – The EEAS, and its Department CivOpsHQ, processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website. For specific information on personal data protection related to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

V. 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 Operational Plan (OPLAN).

Position: Staff Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 0029	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Staff Administrative Assistant reports to the Human Resources Officer.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

- A level of secondary education attested by 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 four (4) of responsible professional full-time experience in personnel administration/financial matters, in particular calculation of payroll/staff entitlements;
- Excellent interpersonal and communication skills in English, both verbal and written;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Excellent drafting skills;
- Tact, accuracy with an eye for details and discretion;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

Position: Legal Counsel	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 0032*	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Legal Counsel reports to the Registrar through the Deputy Registrar.

Main Tasks and Responsibilities:

- To advise the Registrar and Deputy Registrar on external and internal legal matters, in particular on internal regulations, arrangements with other entities, staff issues, staff appeals cases, contracts and any other legal obligations of the Registry;
- To liaise with the Head of Division of Administration on the internal processes of the administrative units of the Registrar, ensuring their compatibility with the Registry's legal framework and the establishment of the relevant legal framework (e.g. Administrative Instructions, Standard Operating Procedures);
- To coordinate and direct the day to day work of the legal staff to ensure prioritization and timely completion of tasks;
- To supervise the work of the legal staff of the Immediate Office of the Registrar, ensuring their efficiency and the quality of their work;
- Under the direction of the Registrar or the Deputy Registrar, to ensure the quality of the Registry's filings before the Kosovo Specialist Chambers and legal and policy documents, and coordinate the work processes in that respect;
- To advise the Registrar and Deputy Registrar on legal matters related to detention, counsel, legal aid and victims and witnesses issues;
- 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 of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in Law;
- A minimum of twelve (12) years of progressively responsible professional experience as practising lawyer, legal or special adviser in the field of justice, rule of law, criminal or international law;
- Prior managerial experience especially in a judicial environment;
- Significant experience in applying international law in practical situations;

- Proven experience in devising creative solutions to complex legal and factual issues;
- In-depth practical knowledge of staff administration issues in complex organizations;
- Proven ability to interact responsibly within the organization and with other institutions in highly sensitive matters;
- Proven ability to develop 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 cultural backgrounds in a management role;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Admission to the bar in one or more jurisdictions;
- Previous experience as legal counsel in a complex and growing organisation, at the domestic or international level;
- Previous experience in a multi-national or international organisation dealing with criminal justice and/or human rights' issues;
- 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 Security Officer	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 0105*	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;
- Related tasks may include, though not be limited to, the undertaking of security or detainee related duties at the KSC Detention Unit or other locations outside of the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

Essential Qualifications and Experience:

- A level of secondary education attested by 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;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

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;
- 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: Software System Support	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 0114	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 phase's 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 of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Certifications in software development related skills such as Java, C++, C#, XML, HTML, CSS, SQL, object orientated programming, business process modelling;
- 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: Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 0176*	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer reports to the Deputy Registrar through Legal Counsel.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

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

Desirable

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

Position: Outreach and Communications Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 0201	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit: Kosovo Specialist Chambers/ Public Information and Communication Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Outreach and Communications Coordinator reports to the Deputy Registrar.

Main Tasks and Responsibilities:

- To coordinate and supervise the work of the Public Information and Communication Team (PICT), including media and social media relations, public information, and outreach relations for the Specialist Chambers;
- To organise and implement the Outreach Programme in Kosovo, disseminating information and participating in events about the work of the Specialist Chambers' with the widest relevant target groups, as well as the court information network;
- To prepare interviews, draft and respond to media queries and perform, as required, spokesperson tasks;
- To prepare the content for the organization's outreach newsletter, public information material and relevant press releases;
- To coordinate with external stakeholders at the appropriate level;
- To ensure monitoring and evaluation of outreach, prepare draft reports and coordinate internal reporting and analysis;
- As budget holder, to liaise with the Finance and Budget Unit to request payment of allocated expenditure and to prepare narrative reports on the implementation of the outreach grant agreement;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Communications, Media, Journalism, Law or other related university studies;
- Minimum of five (5) years of experience in public information, communications, and/or external relations, including working experience in an international environment;
- Excellent communication skills. both written and oral, including ability to present and defend difficult positions and complex subjects to a wide range of audiences;

- Excellent public speaking and writing skills, including preparation of reports that are clear, concise and intelligible to an audience of generalists;
- Tact, discretion and ability to present sensitive issues;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure 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;
- Knowledge and practical experience of communication approaches, tools and methodologies necessary in planning and executing effective communication and public information strategies and programs;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Prior work experience in an international criminal or a hybrid court;
- Experience in working with affected communities;
- Experience as a spokesperson;
- Experience in the editorship of institutional newsletters, brochures and publications, as well as audio-visual products and social media;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian.

Position: Procurement Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 0202	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Procurement Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Procurement Coordinator reports to the Head of Division of Administration.

Main Tasks and Responsibilities:

- To coordinate and supervise the work of the Procurement Team, including the Team's record keeping and tracking systems and periodical reporting;
- To plan and manage the procurement activities supplies and services;
- To manage and conduct planning, solicitation, negotiation and termination of contractual and procurement actions;
- To approve up to the authorised limit or to recommend approval of procurement contracts/purchase orders up to the authorized limit;
- To ensure that procurement adheres to principles of transparency, equal treatment and non- discrimination, competition, proportionality and sound financial management, in accordance with the applicable procurement regulations;
- To advise the Head of Division of Administration on compliance, potential risks and efficiencies;
- To review draft procurement dossiers for compliance and content and conduct procurement actions, as and when necessary;
- To act as chairperson of evaluation committees, as and when assigned;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law, Business or Public Administration, Economics, Finance or other related university studies;
- A minimum of three (3) years of management experience in public procurement matters in an EU institution, CSDP Mission, an international organisation, or an international or hybrid court;
- Excellent planning, organisational, and IT skills;

- Excellent interpersonal and communication skills in English, both written and oral;
- Knowledge of EU rules and regulations, procurement policies, procedures and practices;
- Experience in managing budgetary and financial responsibilities;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.
- International experience, particularly with multi-national and/or international organisations.

Position: Court Services Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 0203	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit: Kosovo Specialist Chambers/ Court Services Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Court Services Coordinator reports to the Deputy Registrar.

Main Tasks and Responsibilities:

- To coordinate and supervise the work of the Court Services Team including liaising with Registry units and teams, Chambers and the parties and participants in relation to proceedings, as required;
- To manage the Legal Workflow system including the receipt, processing and secure dissemination of court filings tendered in the proceedings, including the publication of public filings;
- As directed by the Registrar/Deputy Registrar, in coordination with the Senior Court Officer, implement Court Orders and Decisions and provide reports as requested.
- To act as custodian of all evidence tendered during the proceedings and to create and maintain a full and accurate record of the proceedings;
- To serve as a member of the KSC Archiving Project Board and prepare protocols related to the archiving of judicial records, as requested;
- In coordination with the Senior Information and Records Management Advisor, to facilitate technical discussions on Legal Workflow and archiving with Chambers and Specialist Prosecutor's Office;
- As budget holder, to liaise with the Finance and Budget Unit with regard to the allocated expenditure;
- To supervise the planning and publication of the courtroom calendar;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law, Court Administration, or other related university studies;
- At least seven (7) years of progressively responsible experience in an international criminal justice setting and at least one (1) year in a legal advisory role related to court operations;
- Proven good understanding of principles related to criminal evidence and court administration;

- Proven ability to coordinate projects related to judicial activities;
- Excellent drafting and reporting skills in English;
- Excellent interpersonal and communication skills;
- Demonstrated sound judgement and ability to find solutions in a demanding, deadline driven environment;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

Position: Defence Office and Victims' Participation Office Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 0204	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit: Kosovo Specialist Chambers/ Defence Office and Victims' Participation Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Defence Office and Victims' Participation Office Coordinator reports to the Deputy Registrar.

Main Tasks and Responsibilities:

- To support the administration of Legal Aid payments according to procedures and standards in the Legal Aid Regulations and other relevant regulations;
- To coordinate with the procurement team on contracts;
- To prepare legal memorandums on matters related to Defence and Victims' participation for the Registrar and Deputy Registrar;
- To maintain the list of counsel including liaising with the Immediate Office of the Registrar on the selection and appointment of Counsel to the list;
- To prepare letters of assignment, appointment, withdrawal or termination of Counsel for the Registrar, as required;
- To coordinate with relevant units to ensure that adequate assistance, support and facilities are provided to assigned or appointed Counsel and their support staff as well as the departure of team members;
- To undertake any other related tasks as requested by the Deputy Registrar.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in Law or other related university studies;
- A minimum of five (5) years of progressively responsible practical experience in legal aid-related matters and/or defence or victim-related matters;
- Excellent organizational skills, including managing filings, and employing electronic data management system;
- 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;
- Excellent interpersonal skills, including the ability to represent and interact responsibly within the organization and with accused, suspects, and victims as well as their legal representatives;

- Excellent communication skills in English, both written and oral;
- 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 and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Experience in administering a Defence Office and/or Victims Participation Office at an international, national or hybrid criminal institution;
- Experience in administering a legal aid system;
- Experience in handling confidential information with tact, discretion and accuracy, and experience in the implementation of protective measures;
- 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: Witness Protection and Support Office Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 0205	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit Kosovo Specialist Chambers / Witness Protection and Support Office Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Witness Protection and Support Office Coordinator reports to the Registrar/Deputy Registrar.

Main Tasks and Responsibilities:

- To coordinate and supervise team resources and liaise with other KSC/SPO organs, teams and units to ensure delivery of quality services;
- To plan and manage the effective delivery of services, including services that may be needed on an ad hoc basis;
- To liaise with the Witness Protection Programme (WPP) national partners, and other relevant stakeholders, as required;
- Together with the Senior Witness Protection Officer, to plan, travel, coordinate and facilitate protection operations, as required;
- To report regularly to the Registrar and Deputy Registrar on all team activities and coordinate the dissemination of information;
- To participate in financial circuits in line with decisions and KSC regulations;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law Enforcement, Police Sciences, Military Sciences, International Relations, Risk Management or other related university studies;
- Minimum of ten (10) years of progressively responsible experience in witness protection in a national or international organization;
- Experience in supervising witness protection personnel in an organization and/or international criminal or hybrid court;
- Experience in managing budgetary and financial responsibilities;
- Knowledge of victim and witness protection matters and threat assessment;

- Experience in witness management and dealing with sensitive and/or traumatized witnesses;
- Good judgement to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Excellent planning, organizational, drafting and IT skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Previous operational experience in Kosovo;
- Good understanding of the political, cultural and security situation of the Balkans.

Position: Judicial Services Operations Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 0206	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Registry Operations Assistant reports to the Judicial Services Associate Operations Officer.

Main Tasks and Responsibilities:

- As requested by the Judicial Services Associate Operations Officer, in consultation with the Deputy Registrar, to provide logistical support, Albanian language and administrative support for Registry wide operations;
- To provide translation and consecutive interpretation assistance for sensitive Registry operations;
- To provide logistical and operational support to the Witness Protection and Support Office Team, as needed, including escorting witnesses, and planning for and managing their practical needs;
- To travel on missions of varying lengths of time, sometimes on short notice, and provide administration and operational support during missions;
- To undertake any other related tasks as requested by the Line Manager.

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

- Knowledge of and fluency in the Albanian language;
- Very good interpersonal and communication skills in English, both written and oral;
- Willingness and ability to work flexible hours;
- Computer skills in MS Office applications (Excel, Word, PowerPoint, Access) and proven experience in input of data and maintenance of database in a court environment;
- Ability to act with utmost discretion and maintain confidentiality;
- Valid driving license of minimum category B;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

Position: Judicial Services Associate Operations Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 0210	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Judicial Services Associate Operations Officer reports to the Deputy Registrar.

Main Tasks and Responsibilities:

- As requested by the Deputy Registrar, coordinate and provide logistical and administrative support in all areas related to judicial services operations;
- In consultation with the Deputy Registrar, to assign tasks to the Judicial Services Operations Assistants and to supervise their work;
- To manage requests from judicial services units, offices and teams for operations support and liaise with the Deputy Registrar on judicial services operational assistance tasks;
- As directed by the Deputy Registrar, to support complex workflow processes across judicial services operations and to ensure compliance and security in line with applicable Kosovo Specialist Chambers Regulations, including work in the Detention Management Unit of the Kosovo Specialist Chambers;
- To maintain at all times strict confidentiality about any confidential matters;
- 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

- The above mentioned University degree must be at least one of the following fields of expertise; Operation Management, Business or Public Administration, Social Sciences, Communications, Police/Military Science or other related university studies;
- Previous experience working in an international organisation or a hybrid court system;
- At least four (4) years of relevant professional experience in planning logistical and operational activities, administration or commerce;
- Ability to conduct oversight and supervision of administrative activities or operations in a national or international organisation and/or environment;
- Willingness to work flexible hours;
- Excellent interpersonal and communication skills in English, both written and oral;

- Flexibility, resilience and the ability to work efficiently in a fast-paced, team-oriented environment and to 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;
- Excellent problem-solving skills;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

Position: Disclosure and Evidence Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 0572	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecution Division C	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To supervise the work of the Disclosure and Evidence Team;
- To act as a focal point for matters relating to case/evidence management and disclosure;
- To manage the case registry and evidence collection, ensuring proper processing, handling and storage;
- To ensure correct processing of EUCI materials, keeping them secure at all times and separate from the rest of the collection, adhering strictly to guidelines;
- To monitor and track the evidence produced in court using case management tools;
- To manage the logistical and administrative aspects of the prosecution case, including filing of court documents, maintaining and logging filings, both public and confidential from the Registry;
- To assist legal proceedings, including by overseeing, coordinating, and ensuring the fulfilment of disclosure obligations towards the defence and other participants, including the use of sophisticated software tools developed for complex litigation in the prosecution of cases within the mandate of the Specialist Prosecutor's Office;
- To prepare and assist in the preparation of legal submissions (including filings, oral submissions, correspondence, memoranda, etc.), in particular, related to disclosure, evidence, archiving, or similar matters;
- To oversee, manage, and partake in the preparation of disclosure schedules, projects, protocols, and packages;
- To act as the project manager for short term experts fulfilling disclosure review and evidence handling tasks, as required;
- To oversee coordination with relevant sections of the Registry to ensure effective discharge of the office's obligations in relation to disclosure;
- To train and brief SPO staff on disclosure and other evidence-related matters, including in-house IT products used for evidentiary management purposes, and liaise with external software providers, as needed;
- To oversee and conduct reviews of evidence for purposes of disclosure and archiving and to manage assigned specific archiving projects;
- To act as Data Protection Officer for the SPO, and in this, to report directly to the SPO Data Custodian;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of three (3) years of the supervisory/management experience.

Specification of Education and Experience

- The above-mentioned University degree must be in Law, Management, History, Social Sciences, or other related university studies;
- Experience in dealing with complex investigations or prosecutions;
- Experience working in diverse legal systems;
- Professional understanding of and experience in research and analytical tools/applications and specialized court management software;
- Substantial experience in managing disclosure and/or case/evidence management in the context of war crimes or organised crime trials, ideally at an international tribunal or hybrid international court;
- Demonstrated sound judgement;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.
-
- Desirable
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in carrying out Data Protection Officer duties;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Familiarity with relevant case-management, disclosure, and analytical tools, such as Legal WorkFlow, CaseMap, and ZyOne;
- Good understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

Position: Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: ST 0176	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

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

Reporting Line:

The Legal Officer reports to the Deputy Registrar through Legal Counsel.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in Law;
- Professional understanding and experience in research and analytical tools/applications and specialised court management software;
- Demonstrated sound judgement;
- Excellent legal drafting, reporting and communication skills;
- Ability to prioritise and manage a high workload independently when required;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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