

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

| <b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b><br><b>KSC-SPO</b><br><b>1-2026 Call for Contributions (CfC)</b><br>Requirements and Job Descriptions |  |  |                  |                      |
|---|--|--|------------------|----------------------|
| <b>Organisation:</b>  | Kosovo Specialist Chambers and Specialist Prosecutor's Office  |  |                  |                      |
| <b>Job location:</b>  | As indicated below   |  |                  |                      |
| <b>Employment regime:</b>   | As indicated below   |  |                  |                      |
| <b>Job titles/<br/>vacancy notice:</b>  | <b>Ref.:</b>   | <b>Name of the post:</b>   | <b>Location:</b> | <b>Availability:</b> |
|   | <b><u>Seconded/Contracted (8)</u></b>  |  |                  |                      |
|   | 0003*  | Head of Division of Administration   | The Hague        | 15 June 2026         |
|   | 0025   | Procurement Officer  | The Hague        | ASAP                 |
|   | 0032   | Legal Counsel  | The Hague        | ASAP                 |
|   | 0054-3   | Associate Legal Officer (Court of Appeal)  | The Hague        | ASAP                 |
|   | 0101*  | Procurement Assistant  | The Hague        | 15 June 2026         |
|   | 0106*  | Security Officer   | The Hague        | 15 June 2026         |
|   | ST0054-5   | Associate Legal Officer (Basic Court, Court of Appeal, Constitutional Court and Supreme Court) | The Hague        | ASAP                 |
|   | ST0106   | Security Officer   | The Hague        | ASAP                 |
| <b>Deadline for applications:</b>   | <b>Friday, 27 March 2026 at 17:00 (Brussels time)</b>  |  |                  |                      |
| <b>Applications must be submitted to:</b>   | 1) <b><u>You have the nationality of an EU Member State:</u></b><br>You must use the online application platform <i>Goalkeeper</i> to apply via one of the following links, as applicable:<br>a) You are already registered on Goalkeeper AND you have an EU Login:<br><a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a><br>b) You do not have a Goalkeeper account or an EU Login:<br><a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a> |  |                  |                      |

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|                            | <p><b>Please note:</b> To be eligible for consideration, KSC-SPO must receive both the Goalkeeper online application form and the completed Annex 3 via the Goalkeeper platform. <b>Annex 3 must be downloaded, completed offline, and uploaded</b> as part of the Goalkeeper online application.</p> <p>In Goalkeeper, <b>seconded positions are only available for candidates already validated in the database of their Seconding Authority</b>. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</p> <p><b>2) <u>You have the nationality of a non-EU Contributing Third State (CTS):</u></b></p> <p><b>a) For candidates <u>seconded</u> by their non-EU CTS</b> ('seconded' regime):<br/>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.</p> <p><b>b) For candidates from non-EU CTS <u>applying directly</u></b> ('contracted' regime):<br/><b>The Application Form for the CTS (Annex 2)</b>, 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:<br/><br/><b><a href="mailto:Applications@scp-ks.org">Applications@scp-ks.org</a></b></p> <p><b>Please note:</b> 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.</p> |
| <p><b>Information:</b></p> | <p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p><b>Ms Leire MARTIN</b></p> <p><b><a href="mailto:CivOpsHQ-HR-KSC-SPO@eeas.europa.eu">CivOpsHQ-HR-KSC-SPO@eeas.europa.eu</a></b></p> <p><b>+32 (0)2 584 60 89</b></p>   |

\* Position anticipated to become vacant.

**Seconded Personnel** – For seconded positions, only personnel nominations received through the official channels from the EU Member States/Contributing Third States will be considered. The Contributing States will bear all personnel-related costs for the seconded personnel, e.g. salaries, medical coverage, travel expenses to and from The Hague (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

**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), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

**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 State<sup>1</sup>

**Integrity** – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. Selected candidates 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

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<sup>1</sup> Canada, Norway, Switzerland, Türkiye, and the United States of America

out their duties and act in the interest of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

**Flexibility and adaptability** – 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** – 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 for all Job Descriptions:

**Physical and Mental Health** – 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 Kosovo Specialist Chambers and Specialist Prosecutor's Office 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).

## Skills and abilities

**Language skills** – Candidates must have the understanding, speaking, and writing 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** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. 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 – including Kosovo Specialist Chambers and Specialist Prosecutor's Office area – 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 Kosovo Specialist Chambers and Specialist Prosecutor's Office 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)** – 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** – 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 its staff and applicants for posts. The EEAS and KSC-SPO are committed to promoting gender equality and to preventing discrimination on any grounds. They 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).

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| <b>Position:</b><br>Head of Division of Administration   | <b>Employment Regime:</b><br>Seconded/Contracted | <b>Post Category:</b><br>Expert Level E-2           |
| <b>Ref. number:</b><br>0003*   | <b>Location:</b><br>The Hague, the Netherlands   | <b>Availability:</b><br>15 June 2026                |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration | <b>Security Clearance Level:</b><br>EU SECRET    | <b>Open to Contributing<br/>Third States:</b><br>No |

### Reporting Line:

The Head of Division of Administration reports to the Registrar through the Deputy Registrar.

### Main Tasks and Responsibilities:

- To provide strategic and policy advice and support to the Registrar and Deputy Registrar in identifying and streamlining improvements in organizational performance and coherence in advancement of organizational processes, including downsizing. This includes inter alia advice on all administrative, human resources, budget, financial sustainability and compliance, safety and security, procurement, facility management and technical support services, governance and risk management;
- As agreed by the Registrar, to supervise, coordinate and oversee the work of units / team(s) in the Division of Administration, including Finance and Budget Unit, Facility Management and General Services Unit, Human Resources Unit, Information Technology Services Unit, and Procurement Team, and to coordinate and liaise with the Specialist Prosecutor's Office on relevant administrative matters;
- To report to the Registrar and Deputy Registrar of all relevant policies, activities and operations, drawing attention to challenges and issues as they arise, and to assist in the resolution of the issues for optimum service delivery, liaising as necessary with the Division of Judicial Services;
- Under the supervision of the Registrar, to be responsible for the management and co-ordination of all administrative services and related issues, liaising with other areas of the organization as well as with the European Commission and European External Action Service;
- To identify opportunities and risks across a range of issues within the Division of Administration and to present to the Registrar implementable strategies and solutions to address the opportunities and risks identified;
- To ensure proper handling and control of designated funds allocated to the Specialist Chambers and Specialist Prosecutor's Office and all necessary internal and external administrative functions related to efficient expenditure, including efficient data management and provision of supporting documentation concerning expenditure;
- To ensure accurate and timely internal reporting, including submission of information from the Division of Administration to the Immediate Office of the Registrar, and to liaise with external bodies, as requested;
- To ensure compliance with the EC and EEAS directives as may be needed and to prepare all administrative operations for periodic internal and external audit and assessments;
- 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 in at least one of the following fields of expertise: Business or Public Administration, Economics and Finance, Law, Social Sciences or other related university studies;
- Minimum of four (4) years of experience at the management level with an international organization, EU or CSDP Mission;
- Extensive and progressive professional experience in the area of administration, including finance and budget planning and execution, human resources, information technology, procurement, or in a senior level supervisory administrative role;
- Experience in strategic and business 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 organizational 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 the ability to write clearly, concisely and analytically;
- Ability to establish and maintain effective, constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive working environment and to integrate a gender perspective into tasks and responsibilities.

**Desirable:**

- 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.

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| <b>Position:</b><br>Procurement Officer   | <b>Employment Regime:</b><br>Seconded/Contracted            | <b>Post Category:</b><br>Management Level ML-2       |
| <b>Ref. Number:</b><br>0025   | <b>Location:</b><br>The Hague, the Netherlands              | <b>Availability:</b><br>ASAP                         |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Procurement Team | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

**Reporting Line:**

The Procurement Officer reports to the Procurement Coordinator.

**Main Tasks and Responsibilities:**

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

**Essential Qualifications and Experience:**

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

**AND**

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

**Specification of Education and Experience:**

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

- Excellent analytical, research and problem-solving skills;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective, constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive working environment and to integrate a gender perspective into tasks and responsibilities.

**Desirable:**

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

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| <b>Position:</b><br>Legal Counsel   | <b>Employment Regime:</b><br>Seconded/Contracted            | <b>Post Category:</b><br>Expert Level E-3            |
| <b>Ref. number:</b><br>0032   | <b>Location:</b><br>The Hague, the Netherlands              | <b>Availability:</b><br>ASAP                         |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Immediate Office of the Registrar | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing<br/>Third States:</b><br>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 and the Registrar;
- 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, 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 legal counsel, legal adviser or senior legal officer in the field of justice, rule of law, criminal or international law;
- Previous experience in a public or international organisation dealing with criminal justice and/or human rights' issues;
- Proven managerial experience;
- Significant experience in applying international and administrative law;
- Proven experience in devising creative solutions to complex legal and factual issues in a demanding, deadline driven environment;

- Demonstrated sound judgment and proven ability to interact responsibly within the organization and with other institutions on highly sensitive matters;
- Excellent interpersonal and communication skills with demonstrated ability to present information clearly and logically both in writing and verbally;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive working environment and to integrate a gender perspective into tasks and responsibilities.

**Desirable:**

- Admission to the bar in one or more jurisdictions;
- 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.

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| <b>Position:</b><br>Associate Legal Officer<br>(Court of Appeal)                                | <b>Employment Regime:</b><br>Seconded/Contracted            | <b>Post Category:</b><br>Management Level ML-3       |
| <b>Ref. number:</b><br>0054-3   | <b>Location:</b><br>The Hague, the Netherlands              | <b>Availability:</b><br>ASAP                         |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Chambers Legal Support Unit | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

### Reporting Line:

The position of Associate Legal Officer is located in the Registry's Chambers Legal Support Unit, allocated to the Judges' Chambers in the Court of Appeal. The Associate Legal Officer reports to the Senior Legal Officer of the relevant Chambers.

### Main Tasks and Responsibilities:

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

### Essential Qualifications and Experience:

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

#### AND

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

### Specification of Education and Experience:

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law with a specialisation in international, criminal or humanitarian law, human rights and constitutional law as applicable or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of international criminal law or humanitarian law ;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive

working environment and to integrate a gender perspective into tasks and responsibilities

**Desirable:**

- Knowledge Progressively responsible legal experience with emphasis on criminal law or international criminal law;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Procurement Assistant   | <b>Employment Regime:</b><br>Seconded/Contracted            | <b>Post Category:</b><br>Assistant Level AL-3        |
| <b>Ref. number:</b><br>0101*  | <b>Location:</b><br>The Hague, the Netherlands              | <b>Availability:</b><br>15 June 2026                 |
| <b>Component/Department/Unit</b><br>Kosovo Specialist Chambers/<br>Division of Administration /<br>Procurement Team | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing<br/>Third States:</b><br>Yes |

**Reporting Line:**

The Procurement Assistant reports to the Procurement Coordinator.

**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 and in difficult circumstances;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive working environment and to 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.

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| <b>Position:</b><br>Security Officer  | <b>Employment Regime:</b><br>Seconded/Contracted | <b>Post Category:</b><br>Secretary Level S-2        |
| <b>Ref. number:</b><br>0106*  | <b>Location:</b><br>The Hague, the Netherlands   | <b>Availability:</b><br>15 June 2026                |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Security and Safety Unit | <b>Security Clearance Level:</b><br>EU SECRET    | <b>Open to Contributing<br/>Third States:</b><br>No |

### Reporting Line:

The Security Officer reports to the Senior Security Officer.

### Main Tasks and Responsibilities:

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

### Essential Qualifications and Experience:

- A level of secondary education attested by a certificate

#### AND

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

### Specification of Education and Experience:

- Professional experience in Police, Military, Judicial or International Security environment;
- Experience in handling of detained persons;
- Experience in provision of physical security and/or access control services;
- Successful completion of a recognized firearm certification program within a national (i.e. Police, Military or Governmental) or International entity and prior experience in performing of armed security related tasks;
- Good communication skills in English, both written and oral;
- Valid European driving license (minimum category B);
- Ability to work productively in a fast-paced, team-oriented environment, and produce

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

**Desirable:**

- Relevant experience preferably within an international, hybrid or national criminal court;
- Experience in the use of technical security equipment (screening and/or control room infrastructure);
- First Aid and/or Fire and Safety certification;
- Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, etc.;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Associate Legal Officer<br>(Basic Court, Court of Appeal,<br>Constitutional Court and Supreme<br>Court) | <b>Employment Regime:</b><br>Seconded/Contracted            | <b>Post Category:</b><br>Management Level ML-3       |
| <b>Ref. number:</b><br>ST0054-5   | <b>Location:</b><br>The Hague, the Netherlands              | <b>Availability:</b><br>ASAP                         |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Chambers Legal Support Unit                             | <b>Security Clearance Level:</b><br>EU SECRET or equivalent | <b>Open to Contributing<br/>Third States:</b><br>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 position of Associate Legal Officer is located in the Registry's Chambers Legal Support Unit, allocated to the Judges' Chambers in the Basic Court, Court of Appeal, Constitutional Court or Supreme Court. The Associate Legal Officer reports to the Senior Legal Officer of the relevant Chamber.

#### **Main Tasks and Responsibilities:**

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

#### **Essential Qualifications and Experience:**

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

#### **AND**

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

#### **Specification of Education and Experience:**

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law with a specialisation in international, criminal or humanitarian law, human rights and constitutional law as applicable or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational).

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

**Desirable:**

- Immediate or short-term availability;
- Progressively responsible legal experience with emphasis on criminal law or international criminal law;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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| <b>Position:</b><br>Security Officer  | <b>Employment Regime:</b><br>Seconded/Contracted | <b>Post Category:</b><br>Secretary Level S-2        |
| <b>Ref. number:</b><br>ST0106   | <b>Location:</b><br>The Hague, the Netherlands   | <b>Availability:</b><br>ASAP                        |
| <b>Component/Department/Unit:</b><br>Kosovo Specialist Chambers/<br>Division of Administration/<br>Security and Safety Unit | <b>Security Clearance Level:</b><br>EU SECRET    | <b>Open to Contributing<br/>Third States:</b><br>No |

**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 Security Officer reports to the Senior Security Officer.

**Main Tasks and Responsibilities:**

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

**Essential Qualifications and Experience:**

- A level of secondary education attested by a certificate

**AND**

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

**Specification of Education and Experience:**

- Professional experience in Police, Military, Judicial or International Security environment;
- Experience in handling of detained persons;
- Experience in provision of physical security and/or access control services;
- Successful completion of a recognized firearm certification program within a national (i.e. Police, Military or Governmental) or International entity and prior experience in performing of armed security related tasks;

- Good communication skills in English, both written and oral;
- Valid European driving license (minimum category B);
- Ability to work productively in a fast-paced, team-oriented environment, and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive working environment and to integrate a gender perspective into tasks and responsibilities.

**Desirable:**

- Immediate or short-term availability;
- Relevant experience preferably within an international, hybrid or national criminal court;
- Experience in the use of technical security equipment (screening and/or control room infrastructure);
- First Aid and/or Fire and Safety certification;
- Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, etc.;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.