

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b> <b>Call for Contributions 1-2023</b> Requirements and Job Descriptions	
<b>Organisation:</b>	<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b>
<b>Job Location:</b>	<b>The Hague, the Netherlands</b>
<b>Employment Regime:</b>	<b>As indicated below</b>

<b>Job Titles/Vacancy Notice:</b>	Ref. number	Position	Availability
	<b><u>Seconded/Contracted (32)</u></b>		
	018	Senior Information and Records Management Advisor	ASAP
	021 (2 positions)	Recruitment Assistant	ASAP
	025	Procurement Officer	ASAP
	029	Staff Administrative Assistant	ASAP
	030	Finance and Budget Officer	ASAP
	044	Facilities Technician (Electrical/HVAC/Security Systems)	ASAP
	053	Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP
	054	Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP
	072	Deputy Head of Detention Management Unit	ASAP
	078	Associate Protection Officer	ASAP

	105	Senior Security Officer	ASAP
	106	Security Officer	ASAP
	114	Software System Support	ASAP
	143	Associate Psychologist/Support Officer	ASAP
	155	Security Information and Coordination Officer	ASAP
	162	Courts Records Assistant	ASAP
	164	Deputy Head of Human Resources Unit	ASAP
	167	Finance and Budget Assistant	ASAP
	502	Deputy Specialist Prosecutor	ASAP
	507*	Operational Security Officer	ASAP
	516	Witness Security Officer	ASAP
	527*	Senior Prosecutor	ASAP
	528	Prosecutor	ASAP
	529	Associate Prosecutor	ASAP
	530	Associate Legal Officer	ASAP
	536	Investigator	ASAP
	539	Legal Officer	ASAP
	549*	Head of Investigations (Prosecutions)	ASAP
	554	Senior Operational Support Officer (Administration)	ASAP

	565	Programme Coordinator	ASAP
	ST062	Language/Administrative Assistant (Albanian)	ASAP
<b>Deadline for Applications:</b>	<b>Wednesday, 18 2023 at 17:00 hours (Brussels time)</b>		
<b>Applications must be submitted:</b>	<p><b><u>1. For candidates from the EU Member States:</u></b></p> <p><b>The online Application Form, including its Addendum (Annex 3 to be filled in manually and uploaded), shall be submitted via one of the following links:</b></p> <p><b>1.1. For candidates <u>seconded</u> by their EU Member State:</b></p> <p><a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>1.2. For <u>contracted</u> candidates from the EU Member States:</b></p> <p><a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b><u>2. For candidates from the Third Contributing States:</u></b></p> <p><b>The Application Form (Annex 2), available on both the EEAS website and the website of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, shall be sent to one of the following email addresses only:</b></p> <p><b>2.1. For candidates <u>seconded</u> by their Third Contributing State:</b></p> <p>Civilian Planning and Conduct Capability (CPCC)  <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a></p> <p><b>2.2. For <u>contracted</u> candidates from the Third Contributing States:</b></p> <p><a href="mailto:applications@scp-ks.org">applications@scp-ks.org</a></p> <p>Only one Application Form per candidate will be accepted, the latest received within the deadline or the one submitted through the National Authorities being given a priority.</p>		
<b>Information:</b>	<p>For additional information from National Authorities, please contact:</p> <p>Civilian Planning and Conduct Capability (CPCC)</p> <p><b>Ms Mikael Kekkonen</b>  <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a>  <b>Mobile: +32 460843848</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) and 9084/13 (30 April 2013). Personnel seconded from the Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

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

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

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

## **I. GENERAL CONDITIONS**

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

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

Specialist Chambers and Specialist Prosecutor's Office.

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

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

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

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

## **II. REQUIREMENTS**

### **A. Essential Requirements**

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

#### **1. Education and Training**

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

#### **2. Knowledge**

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

#### **3. Skills and Abilities**

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

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

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

---

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

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

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

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

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

## **B. Desirable Requirements**

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

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

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

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

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

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

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective Job Descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Kosovo Specialist Chambers and Specialist Prosecutor's Office upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They must also be vaccinated according to the required immunisations.

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

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

## **IV. ADDITIONAL INFORMATION**

**Gender Balance** – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when submitting either the online Application Form with Addendum (Annex 3) or the standard Application Form (Annex 2) in Word format, as applicable, and indicating which position(s) the candidate is applying for.

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

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

### **Data Protection**

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

### **Job Descriptions**

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

<b>Position:</b> Senior Information and Records Management Advisor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-3
<b>Ref. number:</b> 018	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior Information and Records Management Advisor reports to the Deputy Registrar.

### Main Tasks and Responsibilities:

- To advise the Registrar and Deputy Registrar on the management of electronic and audio-visual records, including administrative and judicial records and document;
- To develop and manage the implementation of the archive of the Specialist Chambers and coordinate activities with all KSC/SPO stakeholders;
- To supervise and manage the work of the Information Governance Team;
- To draft and implement relevant organization wide strategies, policies, guidelines and procedures in accordance with established international recordkeeping and archival standards that reflect information needs, business workflows, technological architecture, legacy strategy and information security requirements and adherence to EUCI standards;
- To assist in the specification of requirements for court management, archiving or enterprise content management systems, including registration, storage, retrieval, classification, categorization, collaboration, workflow, records retention, and digital preservation;
- To participate in relevant project teams implementing court management or archive management systems of the Specialist Chambers;
- To ensure the appropriate preservation of records and archives, including appropriate archiving facilities meeting the highest industry standards and, to this effect, to manage a network of records, archive and information custodians throughout the Specialist Chambers;
- To act as the Data Protection Officer for the Specialist Chambers and ensure compliance with the EU Data Protection Directive 95/46/EC or General Data Protection Regulation, where appropriate, when processing personal data;
- To initiate regular audits of compliance with record-keeping policies and standards and information security access policies, including the Directive on Information Asset Management;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

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

#### AND

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

### Specification of Education and Experience

- The above-mentioned University degree must be at least one of the following fields of expertise: Archival or Library Science, History, Information and/or Records Management or a related field;
- In-depth knowledge of archiving and record-keeping principles and norms;



- Experience in developing policies and systems for the storage, classification and handling of documents, retention and disposition plans, as well as databases;
- Knowledge and experience of working with strict information security regimes and secure archives;
- Knowledge and experience of managing personal data under European Data Protection legislation;
- Excellent analytical, 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 working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Previous experience setting up an archiving and records management system for an international, hybrid or national criminal court;
- Experience as an Archivist or Records Manager at a national, hybrid or international court;
- Experience managing digital records and archives;
- Experience in Project Management;
- Knowledge of EU document handling and confidentiality regulations and policies;
- 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.

<b>Position:</b> Recruitment Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 021	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Recruitment Assistant reports to the Human Resources Officer.

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

- To conduct comprehensive reviews of job descriptions in direct consultation with Line Managers and other internal stakeholders and in accordance with the internal framework;
- To analyse and determine correctly the candidates' eligibility for the posts;
- To plan, organise and take part in the assigned selection procedures in accordance with the internal framework;
- To duly prepare the Calls for Contributions for staff and interns;
- To prepare all recruitment-related documents and statistics in accurate and timely manner;
- To ensure efficient relevant communication with both internal and external stakeholders;
- To ensure accurate and timely verification of required pre-deployment documentation and activities;
- To prepare and/or coordinate draft memoranda and decisions;
- To ensure a proper processing of documents and queries related to obtaining/renewing the (in-lieu) Personnel Security Clearances and Criminal Records Checks;
- To contribute to the development and implementation of the Human Resources strategies, policies and procedures;
- To assist in the implementation of different recruitment-related projects;
- To ensure a proper filing and archiving of all documents, as well as a timely update of all 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 ten (10) years of relevant professional experience, after having fulfilled the education requirements.

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

- A minimum of five (5) years of responsible professional full-time experience in recruitment;
- Excellent organisational skills coupled with the ability to manage a high workload on occasions;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access);
- Excellent drafting skills;
- Tact, discretion and impeccable accuracy with a strong eye for details;
- Sound judgment and very good analytical skills;
- Ability to work productively and with a minimal supervision 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;
- International experience, particularly with multi-national and international organisations.

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

### Reporting line:

The Procurement Officer reports to the Deputy Head of Procurement Unit.

### Main Tasks and Responsibilities:

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

### Essential Qualifications and Experience:

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

#### AND

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

#### Specification of Education and Experience

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

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

#### Desirable

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

<b>Position:</b> Staff Administrative Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-2
<b>Ref. number:</b> 029	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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 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 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

- 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;
- Experience with SharePoint.

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

### **Reporting Line:**

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

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

- To support the Head and Deputy Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in line with the relevant internal and EU rules, legal instruments, planning documents and instructions, including the management of daily tasks of the assigned Section of the Finance and Budget Unit and distribution of work to assigned staff;
- To be responsible for the internal process of validation and approval of budgetary commitments, payments (including payroll), safekeeping of petty cash, management of other means of payment, collection of revenue and recovery of amounts established as being receivable, including availability of funds, procurement thresholds and the correct classification to budget lines, analysis of budget data, cost estimates, monitoring of expenditures and coordination of reallocation of funds when necessary;
- To prepare, present and maintain the accounts, executing reconciliation (bank, fixed assets, etc.);
- Act as focal point and prepare for internal and external audits;
- To assist in liaising and cooperating on financial and budgetary issues with the relevant internal and external actors, including drafting routine correspondence;
- To produce, gather, maintain and keep up-to-date and ensure the integrity, accuracy and, when applicable, timely submission of files, documents, internal and external budgetary and financial reports;
- To be responsible for a variety of assignments requiring extensive research and data analysis, including providing support to the staff members of the Finance and Budget Unit on budgetary, accounting, payments, travel entitlements and treasury matters, when necessary;
- To develop and implement essential policies, tools, internal controls and training materials for financial reporting and budgeting processes;
- To advise and support in identifying needs for goods and/or services specifically required, in technically defining the appropriate requirements to cover these needs and in participating, as appropriate, in the correspondent processes to procure these goods and services;
- To undertake any other related tasks as requested by the Line Managers.

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

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree.  
AND
- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements.



#### Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Economics, Finance, Management, Accounting, Budgeting or other related university studies;
- Experience in the implementation of budgetary and financial processes and regulations;
- Excellent computer skills in MS Office applications;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to prioritise and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Relevant work experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court;
- Knowledge of EU financial rules and regulations;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

#### AND

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

#### Specification of Education and Experience

- A minimum of five (5) years of hands-on professional experience in building automation, management and control systems;
- National qualification in building electrical/mechanical systems, (e.g. City and Guilds, NEN, etc.);
- Demonstrated experience in regards to utilization, maintenance and upkeep of a wide range of electrical, security, mechanical, plumbing and building management control equipment and systems;
- Understanding and prior work experience of building management and security management systems;
- Experience in building safety norms and its application (EU/Dutch standards);
- Proven experience in dealing with contractors and sub-contractors;
- Effective organizational skills and ability to independently plan and manage work in an efficient and timely manner with minimum supervision;
- Good oral and written skills, including ability to prepare and present concise oral and written documentation, correspondence, updates, including other documentation within the immediate work environment;
- Familiarity with and ability to use advanced tools in a safe and efficient manner, ability to correctly interpret and assess diagnostic test results, faults or deficiencies and to provide the necessary remedial actions in an efficient and timely manner;
- Awareness of obligations for specialized equipment e.g. hot work permits, lifting equipment and staging/ladders;
- Knowledge of MS Office applications;
- Ability to maintain accurate and specific records and inventories;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment;
- Fluency of Dutch language;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

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

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

### **Reporting Line:**

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

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

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

### **Additional Information:**

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

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

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

#### AND

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

#### Specification of Education and Experience

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

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

#### Desirable

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

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Additional Information:

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

### Essential Qualifications and Experience:

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

#### AND

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

#### Specification of Education and Experience

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

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

#### Desirable

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

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Essential Qualifications and Experience:

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

### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Penology, Prison Management, Social Sciences, Sociology, Criminology, Psychology or other



related university studies;

- Minimum of five (5) years of progressively responsible experience in Prison Management at the national or international level in custody and detention;
- Demonstrated knowledge and ability in an operational custodial setting;
- Absolute tact and discretion;
- Excellent organisational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Excellent drafting and report writing skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

<b>Position:</b> Associate Protection Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 078	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/Witness Protection and Support Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Associate Protection Officer reports to the Head of the Witness Protection and Support Office in close coordination with the Senior Witness Protection Officer

### Main Tasks and Responsibilities:

- To provide protection services to all witnesses travelling to The Hague to testify before the Specialist Chambers;
- To investigate and provide threat and risk assessments and to recommend effective and appropriate short and long-term measures in protecting victims and witnesses appearing in the Specialist Chambers;
- To maintain protection files and to administer cases including financial accountability and due diligence on individual cases;
- To provide protection and support to the persons in the Witness Protection Program (WPP);
- To manage and organise highly confidential information;
- To monitor the psycho-social wellbeing/stress of victims and witnesses at risk and, to coordinate the delivery of psycho-social support services with the Psychologists/Support Officers;
- To maintain close relationships with national and international agencies to ensure that the necessary logistical and security co-operation and assistance are available, if required;
- To carry out specific tasks in the field, particularly to assist in arranging locations for testimony by video link;
- To provide regular updates on operational activities in the field, as needed;
- To be able to travel on extensive missions at short notice and of varying lengths of time;
- To follow and analyse the socio-political and security situation in the area of operations and to maintain knowledge of the conditions and infrastructure in the area of operations;
- To maintain a network of contacts with specialised agencies and to liaise with relevant governmental and non-governmental bodies assisting in providing protective measures;
- To uphold strict confidentiality regarding the matters relating to victims and witnesses;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

#### Essential

- 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: Law Enforcement, Police or Military Sciences, Risk Management or other related university studies;
- A minimum of three (3) years of experience in working in a high risk witness protection unit, determining levels of threat and implementing witness protection schemes, which include identity change and international relocation;
- Good judgment to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Excellent interpersonal and communication (both verbal and written) skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Minimum category B driving license;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Previous experience working in witness protection unit in an international organisation or hybrid court or tribunal, particularly dealing with judicial and non-judicial witness protection;
- Previous operational experience in Kosovo;
- Knowledge of Albanian, Bosnian, Croat and Serbian;
- Good understanding of the political, cultural and security situation of the Balkans;
- License to carry a weapon.

#### **Additional Information**

License to carry a weapon may be required. Candidates should be prepared to be trained in its use if not already in possession of the necessary licenses.

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

### Reporting Line:

The Senior Security Officer reports to the Security Supervisor.

### Main Tasks and Responsibilities:

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

### Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a diploma

AND

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

Specification of Education and Experience

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

- 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.

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

### **Reporting Line:**

The Security Officer reports to the Senior Security Officer.

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

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

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

Essential

- A level of secondary education attested by a certificate.

AND

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

Specification of Education and Experience

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

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

#### Desirable

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

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

### **Reporting Line:**

The 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 from different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.



#### Desirable

- 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.

<b>Position:</b> Associate Psychologist/Support Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 143	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/Witness Protection and Support Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Associate Psychologist/Support Officer reports to the Head of the Witness Protection and Support Office in close coordination with the Psychologist/Support Officer.

### Main Tasks and Responsibilities:

- To provide psychosocial support and other necessary assistance to facilitate the testimony of victims and witnesses maintaining strict confidentiality; who either travel to the seat of the Chambers or via video-link;
- To assist victims and witnesses by assessing their needs prior to travelling to The Hague and when necessary making such arrangements for their wellbeing during the time of their stay; To inform the Psychologist/Support Officer of any psychological or other support needs of traumatized and vulnerable witnesses and victims;
- To conduct psychological assessments and other reports under the supervision of the Psychologist/Support Officer;
- To assist the Psychologist/Support Officer in monitoring the psychological well-being of victims and witnesses, monitor court hearings, provide in-court-assistance, if requested, and post-testimony meetings to witnesses
- To assist the Psychologist/Support Officer in any other tasks related for providing psychological and other support services to victims and witnesses appearing before the Chambers;
- To assist the Psychologist/Support Officer in making recommendations to the Judges, other entities at the Specialist Chambers and the Witness Protection Program;
- To provide psychosocial support to relocated and temporarily relocated witnesses by taking appropriate actions and liaising with other actors for necessary medical, psychological or psychiatric referrals;
- To be able to travel on extensive missions at short notice and of varying length of time and to carry out specific tasks during missions, in particular to assist in facilitating any necessary referrals;
- To provide regular updates on any activities, as needed, and to maintain detailed records on individual cases of victims and witnesses, their needs and the assistance required and provided to them;
- 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 the following field of expertise: Psychology (e.g. clinical, forensic or related psychology);
- A minimum of (4 years) of experience in dealing with and providing support to vulnerable and/or traumatized victims and witnesses in a national or international organization or other related area of work, including experience in psychological assessments and providing psychological support and counselling post conflict trauma;
- Proven ability to assess psychological distress, make appropriate referrals and work with clients from a wide range of ethnic and cultural backgrounds;
- Willingness to work beyond the regular working hours;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to maintain effective, constructive working relationships with people from different national and cultural backgrounds;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Previous experience working in an international organisation or a hybrid court system;
- Knowledge of Albanian, Bosnian, Croatian and/or Serbian language;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

### **Reporting Line:**

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

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

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

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

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

#### AND

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

#### Specification of Education and Experience

- Experience in coordination and delivery of security support and/or coordination tasks in a field environment;

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

#### Desirable

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

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

### **Reporting Line:**

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

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

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

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

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

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

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

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

Desirable

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

<b>Position:</b> Deputy Head of Human Resources Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 164	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of Unit, as required;
- To develop and implement policies, tools and internal controls for Human Resources (HR) related issues to ensure consistency, fairness and transparency of HR decisions;
- To assist the Head of Unit with a variety of special assignments requiring research, data analysis and reporting;
- To advise and support the Head of Unit in managing and overseeing the work of the staff in the Unit taking into consideration organisational priorities;
- To support the Head of Unit in advising/assisting staff on applicable rules, also in relation to the conflict resolution processes;
- To advise and provide support in the HR management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, namely in planning, development and management of the Recruitment, Staff Administration (including correct calculation of monthly payrolls and other financial/HR entitlements), Training and Performance Management and other related HR functions;
- Under guidance of the Head of Unit, to draft regulations, administrative instructions and policies or guidance that are necessary for the HR function, compliant with the EU legislation and internal rules and procedures;
- Under the guidance of the Head of Unit, to carry out administrative/financial tasks necessary for the functioning of the Unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget performance and performance indicators;
- To contribute and support the development and implementation of required HR systems, automations, processes and tools in order to improve productivity and efficiency of the HR activities;
- To advise and support in coordinating external and internal audits;
- To liaise and cooperate on HR issues with the relevant internal and external actors, as necessary;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

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

#### AND

- A minimum of ten (10) years of relevant professional experience after having fulfilled the educational 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: Business or Public Administration, Human Resources Management or other related university studies;
- A minimum of three (3) years of management experience in HR related matters in an EU institution, CSDP Mission or an international organization or hybrid criminal court;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Knowledge of the EU rules and regulations, HR policies, procedures and practices;
- Knowledge of financial transactions and general procedures;
- Experience in conciliation/mediation;
- Good understanding of the political, cultural and security situation of the Balkans, in particular, of Kosovo.

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To assist the Finance and Budget Officers / OSO Finance in the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in line with the relevant internal and EU rules, legal instruments, planning documents and instructions;
- To assist with identifying needs for goods and/or services specifically required, technically defining the appropriate requirements to cover these needs and participating, as appropriate, in the correspondent processes to procure these goods and services;
- To assist with the internal process of validation and approval of financial commitments including availability of funds, payment thresholds and the correct classification to budget lines;
- To assist in analysing budget data, finalising cost estimates, monitoring expenditures, and coordinating reallocation of expenditures into other budget lines, if necessary and forecasting;
- To assist with the implementation of payments (including payroll), collection of revenue and recovery of the amounts established as being receivable;
- To assist in the management and safekeeping of petty cash and other means of payment;
- To assist in preparing, presenting and maintaining the accounts including establishing the accounting rules, methods and the chart of accounts;
- To assist in the reconciliation of Fixed Assets, in coordination with the Office of the Head of Division of Administration;
- To assist in managing, coordinating and preparing for internal and external audits;
- To assist in liaising and cooperating on financial and budgetary issues with the relevant internal and external actors, including drafting routine correspondence;
- To assist in ensuring the data integrity, accuracy and timely submission of internal and external budgetary and financial reports;
- To produce, gather, maintain and keep up-to-date files, documents, reports and guidelines, as well as to scan, archive them and ensure their safekeeping;
- To assist with a variety of assignments requiring extensive research and data analysis, as well as to provide support to other staff of the Finance and Budget Unit on budgetary accounting and treasury matters, payments and travel entitlements, when necessary;
- To assist in developing and implementing essential policies, tools and internal controls for financial, reporting and budgeting processes;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma
- AND
- A minimum of eight (8) years of relevant professional experience, after having fulfilled the education requirements.

#### Specification of Education and Experience

- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, etc.);
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Relevant work experience in an EU institution, CSDP Mission, international organisation or hybrid criminal court;
- Qualification in at least one of the following fields of expertise: Economics, Finance, Accounting, Budgeting or related;
- Knowledge of EU financial rules and regulations;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Deputy Specialist Prosecutor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-1
<b>Ref. number:</b> 502	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Deputy Specialist Prosecutor reports to the Specialist Prosecutor.

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

- To deputize for and carry out the duties and responsibilities of the Specialist Prosecutor in his/her absence;
- Under the overall supervision of the Specialist Prosecutor, to provide strategic case management and direction, working closely with the Senior Prosecutor on developing case theories;
- To supervise and carry out strategic coordination of the work of the Head of Investigations (Prosecution), Senior Prosecutor and Senior Legal Adviser and the activities of all the Specialist Prosecutor's Office (SPO) teams;
- To assume overall managerial responsibility for the SPO, including strategic and operational manning and budgeting, and risk management activities for the SPO operations;
- To act as Authorizing Officer (financial) for the SPO capital and running cost expenditure;
- To ensure strategic cooperation partnerships with states, international organizations, NGOs, victim groups and other external interlocutors;
- To ensure compliance with ethical and professional standards;
- To appear in court and act as Senior Trial Attorney, if and where required;
- To undertake any other tasks as requested by the Specialist Prosecutor.

### **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 five (5) years of management experience.

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

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law or other related university studies;
- At least twelve (12) years of experience as a Prosecutor, Judge, Defence Attorney or other similar function in criminal proceedings;
- Demonstrated experience working in diverse legal systems;
- Significant experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking in human beings, ideally through work at an international criminal tribunal;
- Very good knowledge of and/or experience in international humanitarian law or international criminal law;
- Excellent analytical, planning, organisational, drafting and IT skills;
- Excellent interpersonal and communication skills in English, both written and oral

- Advanced leadership and people management skills and experience;
- Demonstrated ability to mentor and motivate staff;
- Demonstrated sound judgement;
- 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 knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

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

### Essential Qualifications and Experience:

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

AND

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

#### Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Police, Military, Security or Social Sciences or other related university studies;
- Ability to analyse information;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- Demonstrated sound judgement;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Willingness/preparedness to undertake extensive duty traveling on short notice;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Driving license of Category C;
- Qualification in analytical processing and development of threat and risk assessments;
- Successful completion of the EEAS Mission Security Officers (MSO) Certification Course;
- International experience in ESDP/CSDP or multinational or international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

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

### **Reporting Line:**

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

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

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

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

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

#### **AND**

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

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

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law, Police, Military or Security Science or other related university studies;
- Experience in tactical response to incidents;
- Demonstrable knowledge of operational security and sound judgement;
- Thorough knowledge of modern office procedures and equipment, the use of secure communications devices and software, and simple maintenance of all issued electronic equipment;



- Willingness/preparedness to undertake extensive duty traveling on short notice;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to build trust and establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use, if contracted;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

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

<b>Position:</b> Senior Prosecutor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-2
<b>Ref. number:</b> 527*	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Division of Prosecution and Investigation	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Senior Prosecutor reports to the Deputy Specialist Prosecutor.

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

- To perform supervisory duties over Prosecutors, Lawyers, Investigators and Analysts in the Specialist Prosecutor's Office (SPO) Immediate Office, Trial Team Unit (Trial Teams) and to ensure the operational coordination with the teams managed by the Head of Investigations (Prosecutions);
- To conduct, under the direction of the Deputy Specialist Prosecutor, in consultation with the Head of Investigations (Prosecutions), the investigation and prosecution of cases within the mandate of the SPO, including suggesting and contributing to the implementation of prosecutorial strategies and objectives, managing and supervising the preparation of the cases/components of the trial;
- To direct, supervise and manage the work of Investigators, Analysts and Legal Officers within the Trial Teams in consultation with the Head of Investigations (Prosecution);
- To coordinate and oversee the daily investigative and prosecutorial tasks within the SPO;
- To carry out indictment and evidence reviews;
- To be the liaison and coordinator between all the parties in the criminal proceedings, as well as the Registry;
- To communicate with the Defence, the Legal Representatives for Victims and external persons and entities, as appropriate;
- To ensure case management and legal filings, supervise the drafting of indictments and other written submissions, carrying out quality management for all the written submissions;
- To act as a supervisory Prosecutor for all the Prosecutors and Investigators within the Trial, Investigation and Analysis Teams;
- To supervise, manage and ensure timely and fully compliant legal disclosure;
- To serve as a Senior Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings, as appropriate;
- To undertake any other related tasks as required by the Line Managers.

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

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

#### **AND**

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

#### Specification of Education and Experience

- The above-mentioned University degree must be in Law or any other qualifying degree or legal qualification;
- At least twelve (12) years of experience as an Attorney or other similar function in criminal law, international criminal law or other complex litigation/(international) legal work;
- Experience as Prosecutor, Judge or Senior Attorney, or admitted to practice in a national jurisdiction;
- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking in human beings, ideally through work at an international criminal tribunal;
- Experience working in diverse legal systems;
- Advanced leadership and people management skills and experience;
- Demonstrated ability to establish/review priorities, to plan and to exercise control;
- Demonstrated ability to engage with senior officials/governmental level decision makers;
- Demonstrated ability to mentor and motivate staff;
- 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 criminal prosecutions in Western Balkans region, and a good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of international criminal courts and tribunals;
- Knowledge of the EU and in particular CSDP Missions.

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

### **Reporting Line:**

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

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

- To supervise, manage, coordinate and direct the work of staff within the assigned team, as delegated by the Head of Investigations (Prosecutions);
- To conduct, under day to day supervision of the Head of Investigations (Prosecutions), the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including suggesting and contributing to the implementation of prosecutorial strategies and objectives, managing and supervising the preparation of components of any trials;
- To coordinate and oversee daily investigative and prosecutorial tasks within the assigned team;
- In coordination with the Senior Legal Advisor, to assist the Head of Investigations (Prosecutions) in ensuring case management and legal filings, disclosure, assist in the drafting of indictments and other written submissions carrying out quality management for all written submissions;
- To assist in the indictment and evidence reviews;
- To communicate with the Defence, the Legal Representatives for Victims and external persons and entities, as appropriate;
- To ensure operational coordination with teams managed by the Senior Legal Advisor and the Head of Investigations (Prosecutions);
- To serve as a Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings, as appropriate;
- To undertake any other related tasks as requested by the Line Managers.

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

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

#### AND

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

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

- The above-mentioned University degree must be at least one of the following fields of expertise: Law or other related university studies;
- A minimum of ten (10) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least seven (7) years in serious crimes and with substantial in-court advocacy experience in criminal proceedings;
- Experience working in diverse legal systems;
- Ability to coordinate the work of others, to work towards deadlines and handle concurrent activities;

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

#### Desirable

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

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

#### **Reporting Line:**

The Associate Prosecutor reports to the Head of Investigations (Prosecutions) through a Prosecutor.

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

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

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

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

#### **AND**

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

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

- The above-mentioned University degree must be at least one of the following fields of expertise:  
Law or other related university studies;

- A minimum of seven (7) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least five (5) years in serious crimes;
- Experience working in diverse legal systems;
- Demonstrated sound judgement;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

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

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

### Reporting Line:

The Associate Legal Officer reports to the Head of Investigations (Prosecutions) through the Prosecutor.

### Main Tasks and Responsibilities:

- To assist in the investigation and prosecution of cases within the mandate of the SPO;
- Under the supervision of Prosecutors, to participate in suspect and witness interviews and preparation of witnesses for trial;
- To participate in field activities, and when required attend crimes scenes and exhumation sites;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc.) in the course of investigations and prosecutions;
- To assist the Prosecutors in fulfilling pre-trial and trial obligations towards the defence;
- To handle a range of issues related to criminal (substantive, procedural and comparative) law regarding investigations and/or prosecutions in consultation with Prosecutors;
- To assist Prosecutors, Analysts and Investigators with pre-trial analysis, legal assessment, witness interviews, and organisation of evidence compiled by investigators and analysts, including the use of sophisticated software automation tools developed for complex litigation;
- To support the Trial Attorney and to assist prosecutors in any resulting prosecutions, if and where required, including during appearances in court, examination and cross-examination of witnesses and presentation of oral arguments in proceedings as appropriate;
- To prepare official reports and Prosecution Investigation Files;
- To undertake legal research and analysis;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

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

#### AND

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

### Specification of Education and Experience

- The above-mentioned University degree must be in Law or any other qualifying degree or legal qualification;
- Experience in dealing with complex investigations or prosecutions with a transnational character related to war crimes, organised crime, financial crimes, or trafficking in human beings;
- Professional understanding and experience in research and analytical tools/applications and specialised court management software;



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

#### Desirable

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

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

### Reporting Line:

The Investigator reports to the Head of Investigations (Prosecutions).

### Main Tasks and Responsibilities:

- To carry out international law enforcement liaison and coordination at the operational level;
- To examine all material, prepare, plan, develop and coordinate activities relevant to the investigations of the Specialist Prosecutor's Office (SPO), including interviewing of victims and witnesses, and gathering of evidence, as directed and supervised by the Head of Investigations (Prosecutions) and the SPO Prosecutors;
- To attend crime scenes and exhumation sites, as required;
- To carry out, plan and advise on strategies relating to obstruction of justice investigations;
- To prepare clear and concise reports, and maintain accurate prosecution investigation files;
- To ensure the appropriate handling and distribution of sensitive investigation-related documentation, both electronically and in a hard copy, in accordance with the EU regulations and internal procedures;
- To implement policies and procedures towards the goals and objectives of the SPO;
- To provide in a timely and accurate manner any information and deliverables relevant for the Management;
- To use and update electronic systems and databases employed by the SPO, in particular performing call detail record and phone network analysis, including analysing mobile phone and electronic device extraction reports obtained via Cellebrite/Grayshift or other forensic software and drafting reports on the same;
- To carry out any investigative actions provided for under applicable laws and Rules of procedure and evidence;
- To act as police;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

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

#### AND

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

### Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law, Police Science, Intelligence, Criminology, Social Sciences or other related university studies;

- A minimum of seven (7) years of progressively responsible professional experience in the Police/Military, preferably with regard to international or cross-border criminal investigations;
- Experience in the investigation of war crimes, organised crime or other complex criminal cases, including the knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;
- Knowledge of and experience with up to date investigative techniques and strategies;
- Knowledge of victim support issues in relation to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Demonstrated sound judgement;
- Excellent interpersonal and communication skills in English, both written and oral;
- Willingness/preparedness to undertake extensive duty traveling on short notice;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to build trust and 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;
- Familiarity with the use of analytical software, platforms and tools as well as with performing OSINT searches;
- Substantial knowledge of the functioning of the international criminal courts and other investigative instances, as well as the EU and CSDP missions;
- Knowledge of Albanian and/or Serbian language.

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To assist the Specialist Prosecutor's Office (SPO) in pre-trial, trial or appellate proceedings, under the day to day supervision of the Legal Officer Team Leader; primarily in the preparation of written legal submissions, including indictment, briefs, motions, responses, replies and communications with other parties in the proceedings in the course of investigations and prosecutions;
- To conduct legal research using multiple research sources and provide advice on the applicable law, international human rights principles and humanitarian law concerning cases of serious crimes;
- To assist SPO Prosecutors in fulfilling pre-trial and trial obligations towards the other parties in the proceedings including first level pre-disclosure review of evidence;
- To assist SPO Prosecutors as a Legal Officer under the supervision of a Prosecutor in pre-trial, trial or appellate proceedings;
- To conduct witness interviews and proof witnesses prior to trial;
- To coordinate with the Chambers and Registry Court Management officials, as required;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

#### Essential

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

#### AND

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

#### Specification of Education and Experience

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

Desirable

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in a national jurisdiction, hybrid national and/or international court and international tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position:</b> Head of Investigations (Prosecutions)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-2
<b>Ref. number:</b> 549*	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Division of Prosecution and Investigation	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To conduct, in close collaboration with the Senior Prosecutor, the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including devising and contributing to the implementation of prosecutorial strategies and objectives;
- To supervise, manage, coordinate and direct the work of staff of the Division of Prosecution and Investigation, including those in the Investigations and Analysis Unit, Trial Team Unit (Trial Teams) and Disclosure and Evidence Unit;
- To coordinate and oversee daily investigative and prosecutorial tasks;
- To assist in indictment and evidence reviews;
- To ensure operational coordination with teams managed by the Head of Operational and Witness Security Unit;
- To advise the Specialist Prosecutor/Deputy Specialist Prosecutor on investigative and prosecutorial strategy, including the management of risks associated with or as the result of investigative and other witness related operations;
- To be the lead planner for the SPO investigative operations conducted jointly with the external supporting units;
- To act as a Prosecutor;
- To be the point of contact for Interpol, Europol and other police/investigative coordination organisations;
- To develop, maintain and ensure compliance with the internal guidelines and best practices regarding SPO's investigative practises;
- To ensure that the staff members working under his/her responsibility identify and report lessons learned and best practices within their respective fields of responsibility, and to foster continuous learning and development or revision of the best practices;
- To act as project manager for procurements related to the provision of criminal investigation support;
- To undertake any other related tasks as requested by 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 OR equivalent and attested Police or/and Military education or training or an award of an equivalent rank

#### AND

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

#### Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law, Criminology, Social Sciences or other related university studies;
- Experience in conducting and coordinating prosecutions and complex investigations with a transactional character related to war crimes, organised crime or in human trafficking, ideally through work at a hybrid or an international criminal tribunal;
- Experience in risk management of investigations operations, including reviewing security and risk analysis in particular for international operations;
- Work experience in diverse legal systems;
- Advanced leadership and people management skills and experience;
- Demonstrated ability to establish/review priorities, to plan and to exercise control;
- Demonstrated ability to engage with senior officials/governmental level decision makers;
- Demonstrated ability to mentor and motivate staff;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience as a Prosecutor, Judge or admission to practice in a national jurisdiction;
- Willingness to undertake extensive duty traveling on short notice;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

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

### **Reporting Line:**

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

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

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

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

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

#### **AND**

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



#### Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Business or Public Administration, Economics, Finance, Human Resources, Law, International Studies, Social Sciences or other related university studies;
- Minimum of two (3) years of experience at management or senior supervisory level;
- Extensive and progressive professional experience in at least two of the following areas of administration: Human Resources, Finance and Budget, Procurement, and/or General Services;
- Excellent organizational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Excellent drafting and report writing skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Prior work experience in an international criminal or hybrid court preferably within a prosecutorial office, providing substantive operational/administrative support.

<b>Position:</b> Program Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 565	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Program Coordinator reports to the Specialist Prosecutor, through the Deputy Specialist Prosecutor.

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

- To coordinate the work of the Immediate Office of the Specialist Prosecutor;
- To schedule appointments and meetings, to accompany the Specialist Prosecutor and Deputy Specialist Prosecutor, as required, to meetings and events and to make necessary preparations and take minutes at meetings; to prepare draft reports and documents and monitor follow-up activities as requested;
- To manage correspondence and communications, to maintain records and logs of the Immediate Office of the Specialist Prosecutor;
- As Witness management coordinator: to liaise between SPO and KSC, particularly in respect of ongoing trials and scheduling;
- As International legal assistance coordinator: to manage correspondence and communication with state representatives and international organizations, including providing advice and coordinating meetings;
- To provide editorial input on public statements and documents to be published externally;
- To ensure that assignments are properly tasked and receive proper follow up within the SPO;
- To ensure effective communication between all units and teams within the SPO;
- To manage special projects as assigned by the Specialist Prosecutor or Deputy Specialist Prosecutor;
- To undertake any other related tasks as assigned by the Specialist Prosecutor or Deputy Specialist Prosecutor.

### **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, Political Science, International Relations or other related university study;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent sense of organization, ability to identify priority assignments and activities and to manage efficiently multiple tasks;

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

#### Desirable

- Previous experience in criminal proceedings, whether at the international or domestic level;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances

<b>Position:</b> Language/Administrative Assistant (Albanian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-4
<b>Ref. number:</b> ST062	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/Judicial Services Division/Victims Participation Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**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 Language/Administrative Assistant reports to the Head of the Victims' Participation Office.

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

- To manage, monitor and maintain records within the victims' application database and prepare statistical data as required;
- To translate victims' application forms and any accompanying documents into English;
- To check the application forms for completeness;
- To analyse the victims' application forms under the supervision of the Associate Legal Officer;
- To provide draft translation of documents into English;
- To provide consecutive interpretation in all communications with victims and any other stakeholders, as required;
- To maintain direct contact with victims and victim's applicants, as required;
- To undertake any other related tasks as requested by the Line Managers.

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

- A level of secondary education attested by a diploma
- AND**
- A minimum of one (1) year of relevant professional experience, after having fulfilled the education requirements.

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

- Fluency in verbal and written English;
- Good command of Albanian, both verbal and written;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint; Access and Databases);
- Excellent interpersonal and communication skills in English, both verbal and written;
- Willingness to travel to Kosovo, Serbia and other places, as required;
- Good analytical and problem-solving skills;
- Good sense of organisation, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;

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

#### Desirable

- Immediate or short-term availability;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in a similar position in an international, national or a hybrid court system;
- Experience working with possibly traumatized and vulnerable victims of serious and/or international crimes;
- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian);
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.