

EUROPEAN EXTERNAL ACTION SERVICE



Amendment 1 to Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office Call for Contributions 3-2022 Requirements and Job Descriptions	
Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office
Job Location:	The Hague, the Netherlands
Employment Regime:	As indicated below

Job Titles/Vacancy Notice:	Ref. number	Position	Availability
	<u>Seconded/Contracted</u>		
	002	Deputy Registrar	ASAP
	008	Head of Facility Management and General Services Unit	ASAP
	010	Head of Finance and Budget Unit	ASAP
	018	Senior Information and Records Management Advisor	ASAP
	021 (2 positions)	Recruitment Assistant	ASAP
	030	Finance and Budget Officer	ASAP
	036	Information Security Officer	ASAP
	053	Legal Officer (Basic Court, Court of Appeal or Supreme Court)	ASAP
	053b*	Legal Officer (Basic Court, Court of Appeal or Supreme Court)	ASAP

	054* (2 positions)	Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP
	061	Associate Legal Officer	ASAP
	066-1 (2 positions)	Court Interpreter (Albanian)	ASAP
	066-2	Court Interpreter (Serbian)	ASAP
	067-1 (2 positions)	Reviser (Albanian)	ASAP
	067-2	Reviser (Serbian)	ASAP
	068-1	Translator (Serbian)	ASAP
	068-2	Translator (Albanian)	ASAP
	071-1	Language/Administrative Assistant (Albanian/Serbian)	ASAP
	075	Language/Administrative Assistant	ASAP
	095	Senior Witness Protection Officer	ASAP
	099	Human Resources Officer	ASAP
	106	Security Officer	ASAP
	114*	Software System Support	ASAP
	155	Security Information and Coordination Officer	ASAP
	162*	Court Records Assistant	ASAP
	164	Deputy Head of Human Resources Unit	ASAP
	176	Legal Officer	ASAP
	177	Associate Legal Officer	ASAP

	184	Information Technology (IT) Security System Administrator	ASAP
	188*	Electronic Court Records Technical Coordinator	ASAP
	194*	Cyber/IT Security Officer	ASAP
	195*	Cyber/IT Security Assistant	ASAP
	196	Systems and Networks Officer	ASAP
	197	Service Desk Officer	ASAP
	198	Courtroom Technology Officer	ASAP
	507 (2 positions)	Operational Security Officer	ASAP
	522	Interpreter/Translator (English/Albanian)	ASAP
	528 (2 positions)	Prosecutor	ASAP
	529 (2 positions)	Associate Prosecutor	ASAP
	530 (2 positions)	Associate Legal Officer	ASAP
	530b* (8 positions)	Associate Legal Officer	ASAP
	539	Legal Officer	ASAP
	552	Associate Disclosure Officer	ASAP
	561	Legal Officer (Disclosure Team Leader)	ASAP
	564	Associate Analyst	ASAP
	ST054	Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP
Deadline for Applications:	13 January 2023 at 17:00 hours (Brussels time)		

<p>Applications must be submitted:</p>	<p><u>1. For candidates from the EU Member States:</u></p> <p>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:</p> <p>1.1. For candidates <u>seconded</u> by their EU Member State:</p> <p>https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>1.2. For <u>contracted</u> candidates from the EU Member States:</p> <p>https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do.</p> <p><u>2. For candidates from the Third Contributing States:</u></p> <p>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:</p> <p>2.1. For candidates <u>seconded</u> by their Third Contributing State:</p> <p>Civilian Planning and Conduct Capability (CPCC) schr@eeas.europa.eu</p> <p>2.2. For <u>contracted</u> candidates from the Third Contributing States:</p> <p>applications@scp-ks.org.</p> <p>Only one Application Form per candidate will be accepted, the latest received within the deadline or the one submitted through the National Authorities being given a priority.</p>
<p>Information:</p>	<p>For additional information from National Authorities, please contact:</p> <p>Civilian Planning and Conduct Capability (CPCC) Ms Ellen M. Harmsen schr@eeas.europa.eu Mobile: +32 460 84 2209</p>

** This post is exceptionally approved within the limits of the current budget of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. The continuation of this post into the next budgetary period is subject to final confirmation.*

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.

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)¹, or equivalent, at the level specified in the individual Job Descriptions.

2. Knowledge

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

3. Skills and Abilities

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

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

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

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

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

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

B. Desirable Requirements

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

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

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

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

Job Descriptions

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

Position: Deputy Registrar	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-1
Ref. number: 002	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Registrar reports to the Registrar.

Main Tasks and Responsibilities:

- Under the overall supervision of the Registrar, to assist and support with the management and co-ordination of the administrative, judicial support, information governance and other services provided by the Registry;
- To advise the Registrar on general policy issues and other matters affecting the performance of Registry functions in accordance with the Law on the Specialist Chambers and Specialist Prosecutor's office, the Rules of Procedure and Evidence and the Host State Agreement;
- To work collaboratively with the Registry's Head of Division of Administration and Head of Judicial Services Division to promote the efficient management of all Registry functions and ensure the highest professional ethical and conduct standards across the Registry;
- To coordinate Registry reporting;
- To guide and support Registry legal drafting, in particular, Rule 23 representations, staff appeals cases; Practice Directions, SOPs, cooperation agreements, directives and policies relevant to the effective provision and management of services provided by the Registry;
- As assigned by the Registrar to supervise staff, coordinate priorities and implement performance management oversight;
- To deputise for the Registrar in his/her absence;
- To undertake any other related tasks as requested by the Registrar.

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 five (5) years at management level.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law or other related university studies;
- A minimum of twelve (12) years of experience as a practicing lawyer, legal advisor or other similar function in criminal proceedings;
- Very good knowledge of criminal law and proceedings;
- Substantial managerial experience, within an international, internationalized criminal tribunal or national criminal justice system;
- Experience in applying legal expertise to analysing a diverse range of complex issues and problems and in developing innovative and creative solutions;
- Excellent analytical, drafting, planning and organisational skills;
- Excellent interpersonal and communication skills in English, both written and oral;

- Advanced leadership and people management skills and experience;
- Demonstrated sound judgment and ability to find creative and pragmatic solutions in a demanding, deadline driven environment;
- Ability to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds in a management role with respect for diversity;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- 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.

Position: Head of Facility Management and General Services Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 008	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Facility Management and General Services Unit reports to the Head of Division of Administration.

Main Tasks and Responsibilities:

- To lead, develop and manage the performance of the Facility Management and General Services Unit (FMGSU) team, maintaining effective communications, a collaborative environment and constructive working relationships within the Unit, with Management and across the other units of the Kosovo Specialist Chambers (KSC);
- To lead the strategic development of the Facility Management and General Services' function and related services in support of the KSC's objectives;
- To oversee and be responsible for the successful service delivery of FMGSU's services and projects and to work in collaboration and coordination with other units within the KSC;
- To implement the maintenance strategy for the facilities and equipment in accordance with contractual parameters, industry standards and safety regulations, providing a healthy and safe environment for staff, clients and visitors;
- To plan and coordinate the FMGSU services including distribution of office, improvement of the shared spaces, sanitation, meeting/conference rooms facilities and the cafeteria in accordance to changing human resources, organizational and operational requirements. Continuously to look for a judicious and cost-effective utilization of the office premises;
- To provide efficient procurement and contract management of in-house and external service providers and building operations, to prepare documents to issue tenders for contractors, including drafting of necessary terms of reference and technical specifications, and tender analysis to ensure the most economically advantageous tenders;
- To monitor, manage and coordinate the work of external contractors, including the establishment of key performance indicators to monitor their efficient performance benchmarked against recognized industry standards;
- To provide all hard and soft FMGS services in Court locations, reporting to the Procurement and management, and in liaison with the relevant contractors and the other actors in order to ensure the optimization and timely efficient delivery;
- To review and develop processes, key performance indicators and procedures related to all the FMGS services and to provide policy guidance and advice on the operation and maintenance of support services, as well as on facilities and general services relevant policies and procedures;
- To prepare the FMGS training plans and procedures in the fields of building and service engineering and maintenance;
- As FMGSU budget holder, to be responsible for the preparation of the FMGSU budget, assigning and monitoring of performance parameters and critical indicators, including operational maintenance, running costs and any future planned capital costs, reporting on budget /programme performance, and preparation of inputs for the budget and managing of FMGSU contracts;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Architecture, Civil Engineering, Management or other related university studies;
- A minimum of seven (7) years of progressively responsible experience in construction, building management and maintenance or related field, in a managerial level;
- Substantial experience in designing, remodeling and/or managing large business premises, preferably national or international court facilities;
- A proven track-record of successfully managing projects within time and budget constraints;
- Excellent analytical, planning, organizational, drafting and IT skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to find creative and pragmatic solutions matching client's specific needs with limited resources, while respecting industry standards;
- 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

- Technical training in a related field (e.g. Registered Architect, construction, building management, project management, etc.);
- Experience in the set-up of an international or national judicial institution;
- Knowledge of the functioning of the EU and/or CSDP missions;
- International experience, particularly with multi-national and international organizations.

Position: Head of Finance and Budget Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 010	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Finance and Budget Unit reports to the Head of Division of Administration.

Main Tasks and Responsibilities:

- Under the supervision of the Head of Division of Administration, to be responsible for the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office and to develop, regularly review and implement essential policies for accounting, financial and budgeting processes;
- To manage and supervise the work of all staff of the Finance and Budget Unit;
- To advise and support with the planning and development of the budget, finance function and budgetary policies for the Kosovo Specialist Chambers and Specialist Prosecutor's Office in line with relevant existing EU rules, legal instruments, planning documents, strategic objectives and relevant instructions;
- To be responsible for the provision of all financial advice to the Registrar and the Head of Division of Administration, and to assist in the formulation of financial strategies for the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To provide the operational support to all Units within the Kosovo Specialist Chambers and Specialist Prosecutor's Office on budgetary and financial matters;
- To manage the budget, accounts, payments, treasury, payroll, finance system, claims and other financial functions;
- To be responsible for approving financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risks by taking action and evaluating the banking and national financial infrastructure, the physical and electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the EU supervising authorities and all the other relevant actors;
- To identify needs of goods and/or services specifically required for the area of responsibility, and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To coordinate external and internal audits;
- To act as main Accounting Officer for the institution;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Economics, Finance, Accounting or other related university studies;
- At least four (4) years of the professional experience should be in management of finance and budgetary management matters of a large organisation, preferably an international organisation, an EU institution, CSDP Mission or hybrid criminal court;
- In-depth knowledge of EU financial rules and regulations, including the PRAG;
- Substantial knowledge of financial planning and of accounting software;
- Excellent interpersonal and communication skills in English, both written and oral;
- Demonstrated ability to find creative and pragmatic solutions to complex financial challenges in a demanding, deadline driven environment;
- Ability to establish and maintain effective constructive and collegial 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

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

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

Reporting Line:

The 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.

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

Reporting Line:

The Recruitment Assistant reports to the 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.

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

Reporting Line:

The Finance and Budget 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.

Position: Information Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 036	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Information Security Officer reports to the Registrar through the Deputy Registrar.

Main Tasks and Responsibilities:

- To coordinate the Specialist Chambers IT and Information security programme, assisting in managing the implementation of IT and information security measures to ensure the preservation of the confidentiality, integrity and availability of information assets;
- To liaise in conjunction with the Head of Information Technology Services, and the Head of Security and Safety Unit for information security issues, especially in case of incidents;
- To compile detailed reports in relation to reported breaches of information security requiring protracted investigative actions;
- To be the Specialist Chamber's focal point for information security compromise or suspicion of compromise;
- To help develop policies, standards and action plans relating to information security issues;
- To support the Specialist Chambers daily routines by providing advice on information security related matters;
- To plan and perform security tests on the computing environment of the Specialist Chambers to verify compliance with information security architecture and to evaluate vulnerability assessments;
- To make recommendations on proposed changes to the information processing environment within the Specialist Chambers;
- To report information security risks by writing risk assessments;
- To recommend and develop the implementation of security control measures to mitigate information security-related risks;
- To assist in developing policies and standards for the backup and archiving of the Specialist Chambers information;
- To monitor the implementation of IT related security procedures;
- To perform auditing activities on information systems used for the processing of confidential information under European Data Protection Regulations;
- To develop information and IT security awareness training programmes for all the Specialist Chambers staff;
- To act as the Crypto Custodian for the Specialist Chambers;
- To manage projects in the Task officer role;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Information Security, Computer Science, Information Technology or other related university studies;
- In-depth experience and ability in collecting, assessing, analysing and reporting data related to security;
- Substantial knowledge of Information Security practices and technologies including Security Information and Event Management (SIEM) and Network logging;
- Knowledge of European Data Protection Regulations and experience of their implementation;
- Demonstrable competence with Microsoft server event analysis;
- Excellent drafting and communication skills in English, both written and oral;
- Excellent organisational and interpersonal skills;
- Tact, discretion and respect for confidentiality;
- 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

- Information Security Certification e.g. Certified Information System Security Professional (CISSP), Certified Information Security Manager (CISM) or Certified Information System Auditor (CISA);
- Experience in an international criminal or hybrid court;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

The position 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 or the Supreme Court Chambers. When deployed, the Legal Officer reports to the Senior Legal Officer of the relevant Chamber.

Main Tasks and Responsibilities:

- To provide 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 or humanitarian law or other related university studies;
- A minimum of four (4) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of criminal law/international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;

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

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

Reporting Line:

The position 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 or the Supreme Court Chambers. When deployed, the Legal Officer reports to the Senior Legal Officer of the relevant Chamber.

Main Tasks and Responsibilities:

- To provide 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;
- *This post is exceptionally approved within the limits of the current budget of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. The continuation of this post into the next budgetary period is subject to final confirmation.

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 or humanitarian law or other related university studies;
- A minimum of four (4) years of progressively responsible legal experience, at either the national or international level;

- Extensive knowledge and practical experience of criminal law/international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- 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.

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

Reporting Line:

The position of 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;
- *This post is exceptionally approved within the limits of the current budget of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. The continuation of this post into the next budgetary period is subject to final confirmation.

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.

Position: Associate Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 061	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Legal Officer reports to the Head of the Victims Participation Office (VPO). The role of the Associate Legal Officer is two-fold: providing legal assistance and support to the VPO and assisting the Head of the Victims Participation Office in representing victims before the Kosovo Specialist Chambers, if applicable.

Main Tasks and Responsibilities:

- To provide specialized legal and judicial assistance and support to the Head of VPO;
- To prepare draft legal documents for the VPO;
- To conduct legal research, on a diverse range of assigned issues in international criminal law, criminal procedure and specifically on all matters related to victims and their participation in internationalised proceedings;
- To use multiple legal research (electronic) tools, select relevant material, analyse information and present findings for internal review;
- To assist the Head of VPO in all matters related to the office;
- To supervise the management of the victims' application database and analysis of the applications;
- To assist the Head of VPO in the representation of victims before the Kosovo Specialist Chambers, if applicable;
- To summarize and analyse evidentiary material, witness statements and other relevant material;
- To assist during the proceedings in the maintenance of an effective overview of the evidence presented in court, using a variety of (electronic) tools;
- To draft legal and factual submissions to the court during the pre-trial, trial and appeals phases of the proceedings;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties;
- To identify and prepare proposals for amendments of the Rules of Procedure and Evidence (RPE);
- To monitor the relevant developments in international law, in particular related to victims;
- To undertake any other related tasks as requested by the Line Managers.

Additional Information:

- Temporary re-assignment to other units of the Registry 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 specialization in international, criminal or humanitarian law 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

- Working experience in a national and/or international or hybrid criminal court;
- Working experience as a lawyer/lawyers' assistant in a national or international criminal jurisdiction;
- Knowledge of victims' rights and work experience with victims of serious and international crimes;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Albanian is required;
- Excellent organisational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds 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 other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Interpretation or other related university studies;
- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Serbian is required;
- Excellent organizational, interpersonal and communication skills, both written and verbal;
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds 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 other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

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

Position: Reviser (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 067-1	Location: The Hague, the Netherlands	Availability:
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Reviser reports to the Head of Language Services Unit (LSU) or other senior LSU staff.

Main Tasks and Responsibilities:

- To revise and/or translate a variety of texts, mostly legal, from English into Albanian;
- To coach and motivate the in-house and external translators with a view to refining their skills and overall performance (quality of output, productivity, timeliness, etc.) and assist them in solving particularly difficult problems requiring specialized knowledge and linguistic insight;
- To report on performance and development needs of the translators;
- To promote teamwork and communication in the Unit and address any issues arising in a prompt and proactive manner;
- To advise on deadlines and assignments and adapt these to changing priorities;
- To produce self-revised translations;
- To maintain a high standard of accuracy, consistency, and fidelity to the spirit, style, register and nuance of the original;
- To observe the established Kosovo Specialist Chambers terminology and usage, and strive for consistency with reference texts and for consistency in translations;
- To carry out the requisite research, drawing on reference and terminology material, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To produce and maintain an Albanian style guide, identify new terminological material and validate terms submitted by other language staff;
- To participate in the selection and assessment of translation tests for language staff and external translation providers;
- To use and encourage the use of the in-house computer-assisted translation and terminology software;
- To work to deadline and produce a set volume of output, due account being taken of the difficulty of the text and specified deadlines;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

- At least seven (7) years of experience in translation and revision in the context of international tribunal or an international organization;
- Mother-tongue fluency in Albanian and excellent knowledge of English;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective, 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 other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian);
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Additional Information:

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

Position: Reviser (Serbian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 067-2	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers / Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Reviser reports to the Head of Language Services Unit (LSU) or other senior LSU staff.

Main Tasks and Responsibilities:

- To revise and/or translate a variety of texts, mostly legal, from English into Serbian;
- To coach and motivate the in-house and external translators with a view to refining their skills and overall performance (quality of output, productivity, timeliness, etc.) and assist them in solving particularly difficult problems requiring specialized knowledge and linguistic insight;
- To report on performance and development needs of the translators;
- To promote teamwork and communication in the Unit and address any issues arising in a prompt and proactive manner;
- To advise on deadlines and assignments and adapt these to changing priorities;
- To produce self-revised translations;
- To maintain a high standard of accuracy, consistency, and fidelity to the spirit, style, register and nuance of the original;
- To observe the established Kosovo Specialist Chambers terminology and usage, and strive for consistency with reference texts and for consistency in translations;
- To carry out the requisite research, drawing on reference and terminology material, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To produce and maintain a Serbian/English style guide, identify new terminological material and validate terms submitted by other language staff;
- To participate in the selection and assessment of translation tests for language staff and external translation providers;
- To use and encourage the use of the in-house computer-assisted translation and terminology software;
- To work to deadline and produce a set volume of output, due account being taken of the difficulty of the text and specified deadlines;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

- At least seven (7) years of experience in translation and revision in the context of international tribunal or an international organization;
- Perfect command of Serbian and excellent knowledge of English;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds 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 other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian);
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Additional Information:

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds 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 other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian);
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds 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 other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Serbian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions.

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To perform administrative tasks related to provision of in-house and external translation services, including assigning translation tasks, timely delivery to clients, assisting with compiling accurate statistical and other reports;
- To assist with administrative tasks related to provision of interpretation and recruitment of free-lance interpreters, programming of assignments and preparation of material needed by interpreters;
- To coordinate consecutive and field interpretation assignments while adhering to guidelines regarding security and confidentiality issues, financial and other considerations;
- To provide draft translation of documents from and into Albanian or Serbian and English, respecting deadlines and adhering to in-house terminology and style guides;
- To assist with post-production of translated material;
- To assist in referencing of documents and conducting research for translators and interpreters upon request;
- To organise language tests of prospective contractors (contact candidates, explain testing procedures, administer tests and ensure timely evaluations);
- To assist in the project management of external translation services by coordinating timely actions to be taken in regard to the renewal of contracts of LSU language services providers and initiation of the new procurement tenders;
- To process submitted timesheets of contractors checking compliance with the related contracts and other policies and procedures, including necessary update of the respective databases/systems and physical files;
- To maintain and create, as required, internal spread-sheets and databases needed to monitor the Unit's performance;
- To provide accurate and timely information to the Head of LSU on budget, finance, procurement and implementation of work plan;
- To provide other language and administrative support to the LSU as required.

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 of five (5) years of experience in language services and document management, preferably in an international organization or international court;

- Excellent knowledge of English and Albanian or Serbian is required;
- Experience in handling highly sensitive, confidential information;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to work productively in a fast-paced, team-oriented environment;
- Excellent interpersonal and communication skills;
- Ability to 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

- 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.

Additional information

- Applicants may be required to sit a technical test.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

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

Desirable

- Knowledge of detention policies, procedures and practices;
- Knowledge and/or experience in Public Administration as an administrative assistant/secretary;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Senior Witness Protection Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 095	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Witness Protection and Support Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Witness Protection Officer reports to the Head of Witness Protection and Support Office.

Main Tasks and Responsibilities:

- To deputise for the Head of Witness Protection and Support Office (WPSO), in his/her absence;
- Under the overall supervision and management of the Head of WPSO, to supervise, guide and manage the protection team;
- To carry out threat and risk assessments, and to recommend and implement effective short- and long-term measures for the protection of victims and witnesses appearing before the Specialist Chambers;
- To plan, coordinate and supervise protection operations;
- To ensure compliance with Kosovo Specialist Chambers Information Asset Management regulations and to advise on the secure management of all information relevant to protected victims and witnesses and prepare any relevant protocols in this regard;
- To effectively coordinate activities with all relevant stakeholders;
- To travel extensively in the field; and
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law Enforcement, Police Sciences, Military Sciences, International Relations, Risk Management or other related university studies;
- A minimum of ten (10) years of progressively responsible experience in witness protection in a national or international organisation and/or hybrid court;
- Experience in a high risk/high security environment determining levels of threat and implementing witness protection schemes, including identity change and international relocation;
- Experience in witness management and dealing with sensitive and/or traumatized witnesses;
- Good judgement to deal with emergency situations, make sound and quick decisions and to identify the key issues in complex situations;
- Ability to prioritise and manage a high workload on occasions;
- Excellent interpersonal and communication skills;

- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Authorized to carry and be 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

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist the Deputy/Head of Human Resources Unit in the management and co-ordination of all Human Resources related issues of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To provide HR advice and services in the areas of recruitment and selection, HR planning, staff relations and advice, performance management, training and induction programmes, statistics and post management;
- To supervise the preparation of job descriptions for the upcoming vacancies, liaising with the substantive offices on the determination of education and experience and prior classification of positions;
- To participate in the recruitment panels, promoting equity, transparency and consistency in the selection and placement of staff while demonstrating flexibility in understanding management needs and developing appropriate courses of action;
- To advise on interpretation of the Staff Rules and to assist in review and drafting of HR policies/procedures and to recommend changes, as required;
- To ensure the correct preparation and timely submission of the monthly payroll, including insurance and other financial entitlements of staff;
- To examine the complex HR issues and carry out investigation/research in order to prepare reports and analysis for the Deputy/Head of Human Resources Unit;
- To administer the performance management and evaluation system, overseeing the accurate and timely completion of performance evaluation reports;
- To assist in the preparation and maintenance of statistical and standard reports related to Human Resources;
- To assist in the development of a training capacity within the organisation coordinating with staff to ensure that training and development programmes meet requirements;
- To undertake any other related tasks as required by Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise: Business or Public Administration, Human Resources Management or other related university studies;
- A minimum of seven (7) years of progressively responsible experience in Human Resources Management of which at least three (3) years at the supervisory/management level;
- Knowledge of Human Resources policies, procedures and practices;
- Ability to develop and draft clear and well-articulated staff procedures, policies and guidance;
- Demonstrated ability to identify Human Resources and Administration related issues, analyse and formulate opinions and issue conclusions and recommendations on complex Human Resources policy and development issues;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Proven experience in conducting training and workshops;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in Human Resources Management at a national or international court;
- Knowledge of financial transactions and general procedures;
- Knowledge of HR software systems and implementation;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

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

Reporting Line:

The Security Officer reports to the Senior Security Officer.

Main Tasks and Responsibilities:

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

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.

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

Reporting Line:

The Software System Support reports to the Software Manager.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

Additional information

*This post is exceptionally approved within the limits of the current budget of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. The continuation of this post into the next budgetary period is subject to final confirmation.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

- Experience in provision of security and travel coordination services in security sensitive/hostile/field environments;
- Experience in compilation of security risk assessments, security plans and situational monitoring;
- Experience in information asset management, database management and working with collaborative software, such as Microsoft SharePoint;
- Excellent communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Minimum category B driving license;
- 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;
- Prior operational experience in a field security role in the Balkan region and/or regional language ability (Serbian/Albanian);
- Additional certifications in security related disciplines such as Security Training, Analysis, Close Protection, Investigation, Incident Control, Supervisory Skills, etc.;
- Training/Certification in field security related tasks, such as EU Mission Security Officer (MSO) or UN Security Certification Program (SCP), or similar;
- Familiarity with applicable EU policies in relation to classified information and field security;
- Familiarity with the national security apparatus of the Netherlands;
- Basic knowledge of Dutch language.

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

Reporting Line:

The Court 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.

Additional information

*This post is exceptionally approved within the limits of the current budget of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. The continuation of this post into the next budgetary period is subject to final confirmation.

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

Reporting Line:

The 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.

Position: Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 176	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer reports to the Deputy Registrar through the Legal Officer Team Leader.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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, reporting and communication skills;
- Ability to prioritise and manage a high workload independently when required;

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

Desirable

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

Position: Associate Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 177	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Legal Officer reports to the Head of Detention Management Unit.

Main Tasks and Responsibilities:

- To provide legal advice and support to the Head of Judicial Services Division, as needed, and legal advice to the Head of Detention Management Unit (Chief Detention Officer) on all matters related to the proper functioning of the Detention Facility;
- To conduct legal research, particularly on international standards related to deprivation of liberty, including international human rights law, international criminal law and international administrative law;
- To draft instructions, orders and procedures on detention matters;
- To review requests from Detainees and their Counsel, prepare draft memoranda, decisions and other documents for consideration by the Chief Detention Officer, Head of Judicial Services Division and/or Registrar as appropriate;
- To undertake legal analysis of judgments and decisions related to the work of the Detention Management Unit;
- To liaise with relevant partners, in particular with inspection authorities, as appropriate;
- To monitor relevant developments in international law and practices as it relates to the management of the Detention Facility;
- To undertake any other related tasks as requested by the Line Managers.

Additional Information:

The post-holder will be primarily based in the Detention Facility of the Kosovo Specialist Chambers. 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, constitutional law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;

- Knowledge and practical experience in applying legal expertise to a diverse range of complex legal issues;
- Excellent problem-solving skills;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills and the ability to conduct comprehensive legal research;
- Flexibility, resilience and the 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 international standards related to detention, international penal law and practice, 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.

Position: Information Technology (IT) Security System Administrator	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 184	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Information Technology (IT) Security System Administrator reports to the Systems and Networks Officer.

Main Tasks and Responsibilities:

- To monitor, administer, troubleshoot, and patch on-prem & cloud infrastructure & network components to ensure uninterrupted and secure services including court session support;
- To participate in IT operations;
- To assist in implementing security and hygiene measures such as backups, updates and patches;
- To identify and flag problems arising from recurring, systematic or procedural defects concerning the networks and IT infrastructure, and subsequently initiating action to resolve them;
- To ensure the functionality of a log collector and other security tooling in place;
- Perform user, IT and network security administration;
- To assist in IT security and forensic investigations, and recommend/implement remedial measures;
- To liaise with the Cyber/IT Security Officer in the Information Technology Services Unit on incident support and assessments/tests;
- 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
- After having fulfilled education requirements, a minimum of ten (10) years of relevant professional experience.

Specification of Education and Experience

- At least five (5) years of experience with IT operations in an IT environment with using a broad range of IT technologies including virtualization, switching, storage, optimization, management systems, security systems;
- Technical training in Network security and/or IT security and/or application security;
- Knowledge of network protocols, PowerShell, log analysis, Windows technology, and firewalling;
- Ability to perform routine administration tasks to patch systems, change firewall rules and adapt technical policies;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Certifications in Splunk, incident response, Windows server, VMware, and/or Cisco networking;
- Affinity with streaming & broadcasting environments;
- Knowledge of Wireshark, Splunk, Python, Bash, Microsoft 365, Linux;
- International experience, particularly in an international organization or a hybrid court system;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

Position: Electronic Court Records Technical Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 188	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Electronic Court Records Technical Coordinator reports to the Software Manager.

Main Tasks and Responsibilities:

- To coordinate all issues and requests concerning the Electronic Court Records application of the Kosovo Specialist Chambers, and the supporting applications around the Electronic Court Records application such as Transcend and MultiTrans;
- To assess bugs, issues and requests on their impact and merit, and to ensure that tickets are actionable;
- To communicate with business users to detail reported issues and review possible solutions or workarounds;
- To coordinate and report on release calendars and feature sets;
- To identify and highlight problems arising from recurring, systematic or procedural defects, and subsequently initiate action to resolve them;
- To administer users, privileges, and application settings;
- To create DQL for data extractions of ad-hoc reports;
- To test and coordinate the testing of changes made by developers by making & executing test scripts;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise Information Technology, Service Management/Delivery, IT Management, IT Engineering, Computer Linguistics or other related university studies;
- At least three (3) years of experience in 2nd or 3rd line application management;
- Experience in software development management, software planning and release management, testing approaches;
- Experience in scripting data management, data extractions and transformations;
- Proven ability to understand basic Documentum configurations, Java code, DQL and SQL;
- Effective time management skills, including 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 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 testing and reporting tools;
- Experience with judicial administration;
- International work experience, preferably in a legal environment or a court system;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

Additional information

*This post is exceptionally approved within the limits of the current budget of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. The continuation of this post into the next budgetary period is subject to final confirmation.

Position: Cyber/IT Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 194*	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Cyber/IT Security Officer reports to the Head of Information Technology Services Unit.

Main Tasks and Responsibilities:

- To perform 2nd level routine security monitoring of the ICT network and to verify periodically the security posture of IT systems;
- To detect and investigate anomalies, IT events and incidents on the internal and external networks, and IT infrastructure;
- To participate in IT security and forensic investigations, and recommend/implement remedial measures;
- To compile reports in relation to reported breaches of Cyber security and proposed remediation;
- To ensure the effectiveness of the SIEM [Splunk] and other security tooling & services in place;
- To ensure the design, implementation, maintenance and continuous improvement of a secure networking and IT infrastructure environment;
- Creating and maintaining detection rules;
- To identify and flag problems arising from recurring, systematic or procedural defects concerning the networks and IT infrastructure, and subsequently initiating action to resolve them;
- To conduct vulnerability & risk assessments on applications, technologies and services;
- To review contracts and organizational policies for the procurement of IT Security services, or where services related to IT are being procured;
- To coordinate and support the KSC's daily routines by providing advice on IT Security related matters;
- To recommend and develop the implementation of IT Security control measures to mitigate IT Security-related risks;
- To liaise with the KSC's external Information Security Officer & cyber security providers for threat intelligence, incident support and assessments/tests;
- To supervise staff and related Cyber/IT activities as required;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Information Security, Computer Science, Business & Information Technology or other related university studies;
- At least four (4) years of experience with IT operations in an IT environment using a broad range of IT technologies, including virtualization, switching, storage, optimization, management systems, security systems;
- Technical training in Network security and/or IT security;
- Knowledge of Wireshark, Python and/or PowerShell;
- Material knowledge of network protocols, firewalling, log analysis and Windows technology;
- Ability to perform routine administration tasks to patch systems, change firewall rules and adapt technical policies;
- Knowledge of NIST and ISO2700x, implementing/recommending security controls and knowledge of the NIST phases;
- 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

- Information Security Certification e.g. Certified Information System Security Professional (CISSP), Certified Information Security Manager (CISM) or Certified Information System Auditor (CISA);
- Working experience in the use of Splunk;
- Certifications in Splunk, incident response, penetration testing, SOC analysis, Windows server, VMware, or Cisco networking;
- International experience, particularly in an international organization or a hybrid court system;
- Affinity with streaming & broadcasting environments.
- Knowledge and experience in deploying honeypots;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

Additional information

*This post is exceptionally approved within the limits of the current budget of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. The continuation of this post into the next budgetary period is subject to final confirmation.

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To perform 1st level routine security monitoring of the ICT network and to verify periodically the security posture of IT systems;
- To detect and investigate anomalies, IT events and incidents on the internal and external networks, and IT infrastructure;
- To participate in implementing security measures and hygiene measures such as updates and patches;
- To participate in IT security and forensic investigations, and recommend/implement remedial measures;
- To ensure the effectiveness and comprehensiveness of the SIEM and other security tooling in place;
- To support the design, implementation, maintenance and continuous improvement of a secure networking and IT infrastructure environment;
- To support, identify and flag problems arising from recurring, systematic or procedural defects concerning the IT infrastructure, and subsequently initiating action to resolve them;
- To support in vulnerability & risk assessments on applications, technologies and services;
- To support the implementation of IT Security control measures to mitigate IT Security-related risks;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma
- AND
- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- At least five (5) years of experience with IT security or security operations in an IT environment using a broad range of IT technologies, including virtualization, switching, storage, optimization, management systems, security systems;
- Technical training in Network security and/or IT security, including application security testing;
- At least four (4) years of experience in the use of SIEMs;
- Material knowledge of Wireshark, Python and/or PowerShell;
- Knowledge of network protocols, firewalling, log analysis and Windows technology;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;

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

Desirable

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

Additional information

*This post is exceptionally approved within the limits of the current budget of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. The continuation of this post into the next budgetary period is subject to final confirmation.

Position: Systems and Networks Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 196	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers / Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The System Network Engineer reports to the Head of Information Technology Services Unit.

Main Tasks and Responsibilities:

- To deputize for the Head of ITSU as and when required;
- To lead the IT Operations team by overseeing and managing its projects, daily tasks and the distribution of work, and by acting as the first line manager of the staff of the IT Operations team;
- To plan, program and implement Information Technology (IT) projects and applicable IT policies, technical reports, operating instructions, guidelines and procedures;
- To manage IT equipment, servers, network and software applications with respect to installation, systems support, security and maintenance;
- To ensure the operation of the Specialist Chambers local/wide area network through an adequate preventive maintenance program and to coordinate standardization of computer hardware and software within the organization;
- To lead the development of systems specifications, functional specifications and user documentation for major systems;
- To design and implement appropriate security mechanisms in order to protect the Specialist Chambers network from all kinds of electronic threats that would compromise the Specialist Chambers network and infrastructure;
- To organize the prompt delivery of technical services by assigning the available technical resources, including providing office automation as help desk support, standardization, preparation and maintenance of applications;
- To support technical systems enabling operations across the entire organization, including court specific systems, administrative systems and specialized data storage systems;
- To procure and identify needs for goods and/or services specifically required for IT, to technically define the appropriate requirements of the means required to cover these needs and to participate, 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, of which at least three (3) years at the supervisory/management level.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Information Technology, IT Engineering or other related university studies;
- A minimum of four (4) years of responsible experience in IT management and design, development and implementation of IT systems;
- Good knowledge in supplies ordering/acquisition and procurement procedures;
- Knowledge of Microsoft Server and Operating Systems technologies, Cisco network devices and IOS, and fully virtualized environments;
- Substantial knowledge of Microsoft Exchange Server;
- Substantial knowledge of IT equipment specifications and performances, such as servers, network devices and IT standards;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Good communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- 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 or high profile international organization;
- Certifications in Microsoft Server and Operating Systems technologies, Cisco network devices and virtualization technologies;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

Position: Service Desk Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 197	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Service Desk Officer reports to the Head of Information Technology Services Unit.

Main Tasks and Responsibilities:

- To deputize for the Head of ITSU as and when required;
- To lead the Service Desk team by overseeing and managing its projects, daily tasks and the distribution of work, and by acting as the first line manager of the staff of the Service Desk team;
- To plan and manage efficient and effective technical support of IT services and operations, ensuring prompt delivery of support services;
- To create an informed single point of contact for all IT services and to prepare support materials and capabilities in time;
- To develop and maintain monitoring and alert measures and performance metrics, striving for continuous improvement;
- To ensure registration of support requests in the Service Desk log-in system and its pro-active processing and handling;
- To ensure accurate, professional and prompt responses to staff requests received by the Service Desk;
- To take overall responsibility for incident management of the Service Desk;
- To provide overall supervision and guidance to Service Desk staff monitoring workload and work-related issues;
- To manage IT asset control by ensuring that appropriate controls are in place to provide accountability for the full equipment lifecycle from acquisition to disposal;
- To procure & identify needs for goods and/or services specifically required for IT, to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To survey change management processes;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Information Technology, Service Management/Delivery, IT Management, IT Engineering or other related university studies;
- A minimum of four (4) years of progressively responsible experience in ICT service delivery with good knowledge in supplies ordering/acquisition and procurement procedures;
- Certifications in ITIL or PRINCE 2;
- Extensive knowledge of Microsoft Desktop and Operating Systems technologies, Cisco network devices, IOS, Android and virtualized environments;
- Practical experience in designing and implementing ITIL service processes and supporting tools;
- Substantial knowledge of end user ICT equipment specifications and performances, such as laptop and desktop computers and portable devices;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN) and TCP/IP, including installation, administration and management;
- Effective project management skills;
- Excellent interpersonal and communication skills in English, both verbal and written;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Prior working experience in a national and/or international criminal or hybrid court;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

Position: Courtroom Technology Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 198	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers / Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Courtroom Technology Officer reports to the Head of Information Technology Services Unit.

Main Tasks and Responsibilities:

- To deputize for the Head of ITSU as and when required;
- To lead the AV team by overseeing and managing its projects, daily tasks and the distribution of work, and by acting as the first line manager of the staff of the AV team;
- To coordinate the effective provision of audio visual direction services in the courtroom;
- To ensure that all court rules and processes are strictly adhered to including witness protection measures and control of access to audio visual materials;
- To manage the Audio-Visual Director, the AV Technician and IT Technician assigned to court room support duties;
- To act as the focal point for court room support;
- To collaborate with the Networking Engineers, IT Helpdesk and the Head of Unit to provide input on the selection and use of technical solutions for the courtroom;
- To manage staff shifts and attendance to ensure that each court session is effectively staffed;
- To organize the prompt delivery of audio visual production work by assigning the available technical resources;
- To operate and control all audio visual systems during court sessions in order to record the events occurring in the courtroom (Equipment will include multiple robotic cameras, automation and control systems, digital audio systems, presentation systems, witness protection measures, external feeds, videoconferencing and other technical and audio visual systems as required.);
- To use the systems available to present and record a balanced view of the proceedings;
- To contribute to the selection of formats and technical specifications suitable for presenting the audio visual record of courtroom proceedings to the archive, the general public and to TV, radio and other media outlets;
- To identify technical issues and contribute to fault resolution;
- To produce audio visual materials such as audio or video presentations as required;
- To procure audio visual technical systems and services;
- To participate in change management processes as required;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Audio Visual Production, Broadcast Production or other related university studies;
- A minimum of four (4) years of experience in a lead role in a complex Audio Visual environment encompassing a broad range of AV technologies including multiple robotic cameras, document cameras, digital audio conference systems, voice and facial distortion measures, video conferencing, outside broadcast;
- Practical experience as an Audio Visual Director in a professional multi camera, multi input environment, preferably within a legal organization;
- Capacity to maintain focus and concentration during long court sessions;
- Technical training in Audio Visual Technology;
- Knowledge of audio visual technologies in a courtroom environment, cameras, recording equipment, directors systems, and presentation aids;
- Ability to schedule and manage staff in a high availability environment demanding the utmost in discretion and confidentiality;
- Effective time management skills including ability to prioritize and manage a high workload on occasions;
- Excellent interpersonal skills and the ability to establish trusted working relationships;
- Ability to function reliably in a live environment often in the public eye;
- 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 an international organization or a hybrid court system;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

Desirable

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

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

Reporting Line:

The Interpreter/Translator (English/Albanian) reports to the Senior Legal Adviser through the Language Support Services Coordinator (SPO).

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

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

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

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

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

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

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

Additional information

*This post is exceptionally approved within the limits of the current budget of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. The continuation of this post into the next budgetary period is subject to final confirmation.

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

Reporting Line:

The 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.

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist in pre-trial, trial or appellate proceedings by fulfilling disclosure obligations towards the defence and other parties, including the use of sophisticated software automation tools developed for complex litigation in the prosecution of cases within the mandate of the Specialist Prosecutor's Office;
- To assist in compliance with and the preparation of responses to data protection subject data requests;
- To prepare or assist in the preparation of legal submissions (including briefs, motions/responses/replies, correspondence, memoranda etc.) in the course of preparations for and during prosecutions;
- To assist the Prosecutors and the Prosecution Trial Manager in fulfilling pre-trial and trial obligations towards the defence and victims counsel, the preparation of pre-trial disclosure schedules and packages for release electronically or in hard copy;
- To carry out and/or monitor short term experts in the review of evidence for disclosure and act as first or second stage reviewer for disclosure release, as required;
- To undertake legal research and analysis;
- To undertake any other relevant tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise:
Law or any other qualifying degree or legal qualification;
- Experience in dealing with complex investigations or prosecutions;
- Professional understanding and experience in research and analytical tools/applications and specialized court management software;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organizational skills and ability to work with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

- Ability to maintain effective, constructive working relationships with people of different national and/or cultural backgrounds 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;
- Knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organizations.

Position: Legal Officer (Disclosure Team Leader)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 561	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Division of Prosecution and Investigation/Disclosure and Evidence Unit/Information and Evidence Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Legal Officer (Disclosure Team Leader) reports to the Deputy Specialist Prosecutor, through the Senior Prosecutor or Head of Investigations (Prosecutions), as appropriate.

Main Tasks and Responsibilities:

- To provide a strategic coordination of all disclosure matters in the Specialist Prosecutor's Office (SPO) in order to ensure that the Office is fulfilling its disclosure obligations under the Rules of Procedure and Evidence in trial proceedings;
- Main focal point with the Senior CIS Officer to ensure that the SPO systems and tools for trial and disclosure needs are managed to ensure effective disclosure, case management and evidence responsibilities of the SPO;
- To manage the disclosure review and preparation projects, and to supervise staff and short-term experts fulfilling disclosure review tasks;
- To advise and coach Prosecutors and other SPO staff with respect to the Rules of Procedure and Evidence, and disclosure requirements;
- To assist with the written legal submissions related to disclosure, including briefs, motions, responses, replies and communication with other parties in the proceedings;
- To conduct legal research using multiple research sources and provide advice on the applicable law and international criminal practice related to disclosure;
- To assist the SPO Prosecutors in fulfilling pre-trial and trial obligations towards the other parties to the proceedings, including the first and second level pre-disclosure review of evidence;
- To review and implement protocols for the continuous monitoring of material to be disclosed during criminal proceedings;
- To manage the day-to-day work of the Case and Evidence Management Unit (CEMU) and/or Language Team as may be required;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

Specification of Education and Experience

- The above mentioned University degree must be in Law;
- Substantial knowledge of and experience in research and analytical tools/applications, case-mapping 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;
- Experience in managing disclosure projects in an international/hybrid tribunal or similar jurisdiction;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated sound judgement;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Knowledge of international human rights law, in particular the law concerning the rights to privacy and freedom of expression;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Project management certification.

Position: Associate Analyst	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 564	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/Division of Prosecution and Investigation/ Investigations and Analysis Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Analyst reports to the Senior Analyst.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law, Police Science, Intelligence, Criminology, History, Social Sciences or other related university studies;
- A minimum of four (4) years of progressively responsible professional experience in the Police/Military/criminal justice system, or a related field, in particular with regard to international criminal investigation and prosecution;
- Extensive and progressive professional experience in evidence analysis and/or complex data, and in the preparation of all types of evidence for submission at trial;

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

Desirable

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

Position: Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: ST054	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Chambers Legal Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

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

Reporting Line:

The position of Associate Legal Officer is located in the Registry's Chambers Legal Support Unit, 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

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