

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To provide strategic and policy advice and support to the Registrar and Deputy Registrar in identifying and streamlining improvements in organizational performance and coherence in advancement of organizational processes, including downsizing. This includes inter alia advice on all administrative, human resources, budget, financial sustainability and compliance, safety and security, procurement, facility management and technical support services, governance and risk management;
- As agreed by the Registrar, to supervise, coordinate and oversee the work of units / team(s) in the Division of Administration, including Finance and Budget Unit, Facility Management and General Services Unit, Human Resources Unit, Information Technology Services Unit, and Procurement Team, and to coordinate and liaise with the Specialist Prosecutor's Office on relevant administrative matters;
- To report to the Registrar and Deputy Registrar of all relevant policies, activities and operations, drawing attention to challenges and issues as they arise, and to assist in the resolution of the issues for optimum service delivery, liaising as necessary with the Division of Judicial Services;
- Under the supervision of the Registrar, to be responsible for the management and coordination of all administrative services and related issues, liaising with other areas of the organization as well as with the European Commission and European External Action Service;
- To identify opportunities and risks across a range of issues within the Division of Administration and to present to the Registrar implementable strategies and solutions to address the opportunities and risks identified;
- To ensure proper handling and control of designated funds allocated to the Specialist Chambers and Specialist Prosecutor's Office and all necessary internal and external administrative functions related to efficient expenditure, including efficient data management and provision of supporting documentation concerning expenditure;
- To ensure accurate and timely internal reporting, including submission of information from the Division of Administration to the Immediate Office of the Registrar, and to liaise with external bodies, as requested;
- To ensure compliance with the EC and EEAS directives as may be needed and to prepare all administrative operations for periodic internal and external audit and assessments;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above-mentioned University degree must be in in at least one of the following fields of expertise: Business or Public Administration, Economics and Finance, Law, Social Sciences or other related university studies;
- Minimum of four (4) years of experience at the management level with an international organization, EU or CSDP Mission;
- Extensive and progressive professional experience in the area of administration, including finance and budget planning and execution, human resources, information technology, procurement, or in a senior level supervisory administrative role;
- Experience in strategic and business planning, in building cohesive teams and directing them towards the achievement of identified goals within approved budgets and agreed timelines;
- Proven leadership ability to plan and direct management and service-related programmes, projects and activities;
- Proven ability to work under pressure and willingness to work long hours, as required;
- Proven ability in managing complex organizational initiatives, as well as experience in a supervisory role with large teams;
- Excellent interpersonal and communication skills;
- Excellent command of written and spoken English, as well as the ability to write clearly, concisely and analytically;
- Ability to establish and maintain effective, constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive working environment and to integrate a gender perspective into tasks and responsibilities.

Desirable

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