

Position: Legal Counsel	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 0032	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 Counsel reports to the Registrar through the Deputy Registrar.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above-mentioned University degree must be in Law;
- A minimum of twelve (12) years of progressively responsible professional experience as legal counsel, legal adviser or senior legal officer in the field of justice, rule of law, criminal or international law;
- Previous experience in a public or international organisation dealing with criminal justice and/or human rights' issues;
- Proven managerial experience;
- Significant experience in applying international and administrative law;

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

Desirable

- Admission to the bar in one or more jurisdictions;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.