

Position: Security Officer	Employment Regime: Seconded/Contracted	Post Category: Secretary Level S-2
Ref. number: 0106*	Location: The Hague, the Netherlands	Availability: 15 June 2026
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. Related tasks may include, though not be limited to, the undertaking of security or detainee related duties at the KSC Detention Unit or other locations outside of the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

Essential Qualifications and Experience:

- A level of secondary education attested by a certificate

AND

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

Specification of Education and Experience

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

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

Desirable

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