

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office KSC-SPO 2-2026 Call for Contributions (CfC) 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.:	Name of the post:	Location:	Availability:
	<u>Seconded/Contracted (10 posts)</u>			
	0017*	Head of Security and Safety Unit	The Hague	ASAP
	0036	Information Security Officer	The Hague	ASAP
	0053-3	Legal Officer (Court of Appeal)	The Hague	ASAP
	0055-2*	Administrative Assistant/Case Manager (Immediate Office of the President, Court of Appeal, Supreme Court and Constitutional Court)	The Hague	ASAP
	0105*	Senior Security Officer	The Hague	ASAP
	0145	Executive Assistant to the President	The Hague	ASAP
	0202	Procurement Coordinator	The Hague	ASAP
	0512*	Communication and Information Systems (CIS) Officer	The Hague	ASAP
	ST0507	Operational Security Officer	The Hague	ASAP
	ST0530	Associate Legal Officer	The Hague	ASAP
Deadline for applications:	Friday, 21 August 2026 at 17:00 (Brussels time)			
Applications must be submitted to:	1) <u>You have the nationality of an EU Member State:</u> You must use the online application platform <i>Goalkeeper</i> to apply via one of the following links, as applicable:			

	a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do Please note: To be eligible for consideration, KSC-SPO must receive both the Goalkeeper online application form and the completed Annex 3 via the Goalkeeper platform. Annex 3 must be downloaded, completed offline, and uploaded as part of the Goalkeeper online application. <i>In Goalkeeper, seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i> 2) You have the nationality of a non-EU Contributing Third State (CTS): a) For candidates <u>seconded</u> by their non-EU CTS ('seconded' regime): Only seconded nationals of a non-EU Contributing Third States can be proposed by their National Seconding Authority (no personal applications will be considered). Please contact your seconding authority to send you the application form. b) For candidates from non-EU CTS <u>applying directly</u> ('contracted' regime): The Application Form for the CTS (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 the following email address only: Applications@scp-ks.org Please note: Only one (1) Application Form per candidate will be accepted, which is the latest received within the deadline, and while the one submitted through the National Authorities being given a priority.
Information:	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ): Ms Leire MARTIN CivOpsHQ-HR-KSC-SPO@eeas.europa.eu +32 (0)2 584 60 89

* Position anticipated to become vacant.

Seconded Personnel – For seconded positions, only personnel nominations received through the official channels from the EU Member States/Contributing Third States will be considered. The Contributing States will bear all personnel-related costs for the seconded personnel, e.g. salaries, medical coverage, travel expenses to and from The Hague (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Seconded personnel from Contributing Third States – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

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

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

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

For the **short-term positions** containing letters "ST" in their reference number, the following conditions further apply: the maximum duration of the deployment/contract in the short-term positions will be less than 12 months, as specified in the respective job descriptions provided below, with no possibility for renewal/extension. In cases of continuation of the short-term post into the new budgetary period, the renewal/extension of the deployment/contract within the remainder of the maximum duration of less than 12 months, will be subject to:

- the 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 EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for KSC, according to the requirements and profiles described below.

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State¹

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor's Office. Selected candidates 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 – 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 – 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.

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

II. REQUIREMENTS

II.A Essential requirements

The following are essential requirements in respect of civilian international experts to the Kosovo Specialist Chambers and Specialist Prosecutor's Office for all Job Descriptions:

Physical and Mental Health – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency, which may impair operational performance. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Kosovo Specialist Chambers and Specialist Prosecutor's Office in accordance with "Fit to work clearance" procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

Knowledge – 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).

¹ Canada, Norway, Switzerland, Türkiye, and the United States of America

Skills and abilities

Language skills Candidates must have the understanding, speaking, and writing 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. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Digital skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

Driving skills – Candidates must be in possession of a valid – including Kosovo Specialist Chambers and Specialist Prosecutor's Office area –civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

II.B Desirable requirements

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

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

III. ESSENTIAL DOCUMENTS

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing States and selected candidates must ensure that visas are obtained for entry into the Kosovo Specialist Chambers and Specialist Prosecutor's Office area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Netherlands.

Education diploma(s)/certificate(s) and/or professional certificate(s) – 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) and Certificate of Good Conduct –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. Selected candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 6 months (the so-called **Certificate of Good Conduct**).

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the KSC-SPO's Human Resources before their deployment.

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Medical certificate – The selected candidates should undergo a medical examination and be certified medically fit to work and travel, by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS and KSC-SPO are committed to an equal opportunities policy for its staff and applicants for posts. As an employer, the EEAS and KSC-SPO are committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

Application form – Applications will be considered only when using the online application form (AF) with Addendum (Annex 3) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates from Contributing Third States will apply using the dedicated application form (Annex 2) returned in Word format.

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 Department CivOpsHQ, processes personal data pursuant to Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data.

The Privacy statement is available on the EEAS website. For specific information on personal data protection related to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

V. 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 Operational Plan (OPLAN).

Position: Head of Security and Safety Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 0017*	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 or equivalent	Open to Contributing Third States: No

Reporting Line:

The Head of Security and Safety Unit reports to the Registrar directly or through the Head of Division of Administration, as appropriate.

Main Tasks and Responsibilities:

- To lead, develop and manage the performance of Security and Safety Unit (SSU) staff, 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 SSU's function and related services in support of the KSC's objectives;
- To oversee and be responsible for the successful service delivery of SSU services and projects and to work in collaboration and coordination with other units within the KSC;
- To provide authoritative advice to the Registrar and other senior officials on all matters pertaining to the security and safety of the Specialist Chambers and the Specialist Prosecutor's Office, its staff, assets, judicial proceedings and operations;
- To establish, manage and coordinate the court police function of the Specialist Chambers Registry;
- To identify the security and safety risks to the Specialist Chambers and the Specialist Prosecutor's Office and to advise on appropriate measures to mitigate identified threats and vulnerabilities;
- To ensure that the Security and Safety Unit is effectively governed, resourced, trained and operationally fit for its mandated purpose;
- To ensure effective liaison and practical working arrangements through establishing contacts at the strategic, operative and tactical levels of the Host State security apparatus;
- To ensure the alignment and implementation of organizational security and safety policies in accordance with the EU governance and Host State obligations, as applicable;
- As SSU budget holder, to be responsible for the preparation of the SSU budget, assigning and monitoring of performance parameters and critical indicators, reporting on budget /programme performance, and preparation of inputs for the budget and managing of SSU 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 at least one of the following fields of expertise: Security Management, Law, International Relations, Emergency Management, Police or Military Sciences or other related university studies;
- Extensive professional experience at the management level in the civilian security field or Police and/or Military, in particular with regard to the security/protection of personnel, facilities and assets, preferably with a multi-national subordinate staff contingent;
- Experience in the control of services providing detainee custody, safety management, physical security, security screening and access control services;
- Experience in planning, assessment and execution of security related operations within both headquarters and field environments;
- Prior administrative responsibilities in relation to financial, equipment and personnel control;
- Prior experience in the assessment of institutional security threats, development of operational security procedures and implementation of self-defined risk mitigation measures;
- High sense of integrity, sensitivity, discretion and good judgement;
- 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, namely the ability to promote an inclusive environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Relevant experience preferably within an international, hybrid or national criminal court;
- Recognized certification in security disciplines, such as Security Management, Physical Security, Information Security, Investigations and/or Analysis;
- Knowledge of EU security policies and security organizations;
- 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: 0036	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 Chamber's Information security programme, assisting in managing the implementation of 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 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, namely the ability to promote an inclusive 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 (Court of Appeal)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 0053-3	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, allocated to the Judges' Chambers, in the Court of Appeal. 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.

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, namely the 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: Administrative Assistant/Case Manager (Immediate Office of the President, Court of Appeal, Supreme Court and Constitutional Court)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 0055-2*	Location: The Hague, 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 Administrative Assistant is located in the Registry's Chambers Legal Support Unit, allocated to the Judges' Chambers in the Immediate Office of the President, Court of Appeal, Supreme Court and Constitutional Court. The Administrative Assistant reports to the Senior Legal Officer.

Main Tasks and Responsibilities:

- To provide immediate administrative assistance to the Judges, Senior Legal Officer, Legal Officers and Associate Legal Officers;
- To receive and file all correspondence in the Chambers;
- To maintain a filing system;
- To prepare final drafts of documents for signature;
- To attend to incoming calls and to organize schedules;
- 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

- Excellent organizational and planning skills with ability to multi-task;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access);
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced 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, namely the ability to promote an inclusive working environment and to integrate a gender perspective into tasks and responsibilities.

Desirable

- Prior work experience in a national and/or international criminal or hybrid court;
- 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: Senior Security Officer	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. Number: 0105*	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 or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Security Officer reports to the Security Supervisor.

Main Tasks and Responsibilities:

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

Education and Experience:

- A level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

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

Desirable

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

Position: Executive Assistant (Office of the President)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 0145	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Chambers (Office of the President)	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Executive Assistant (Office of the President) reports to the President through the Senior Legal Officer/Chef de Cabinet.

Main Tasks and Responsibilities:

- To provide assistance and support to the President and the Immediate Office of the President, on operational/administrative and secretarial tasks, including drafting of memos, letters, e-mails and other requested documents, also providing editorial inputs where applicable;
- To schedule appointments and meetings, maintain calendar, schedules and changes and to timely communicate relevant information to the appropriate internal and external parties, and to ensure timely preparation of documentation and reports for the scheduled meetings;
- To organize meetings and receive officials, members of the diplomatic corps and international organizations, judiciary and other relevant interlocutors and to co-ordinate with their corresponding assistants;
- To coordinate all travel arrangements for the President and the Senior Legal Officer/Chef de Cabinet;
- To take minutes at meetings and conferences and to prepare draft reports and documents, where necessary;
- To be responsible for the effective and appropriate management of the records and archives of the Office of the President, also setting up and maintaining a proper filing system for all documents, including incoming and outgoing mail and electronic record-keeping;
- To ensure the proper handling of confidential documentation and related information;
- To undertake any other related tasks as requested by the Line Managers.

Education 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

- Minimum of seven (7) years of progressively responsible administrative experience;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent sense of organization, ability to identify priority assignments and activities and to manage efficiently multiple tasks;
- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;

- Ability to work independently with a minimum supervision;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- 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

- Previous work experience in a similar position within an international organization or a hybrid court system;
- Knowledge of diplomatic protocol;
- 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.

Position: Procurement Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 0202	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Procurement Coordinator reports to the Head of Division of Administration.

Main Tasks and Responsibilities:

- To coordinate and supervise the work of the Procurement Team, including the Team's record keeping and tracking systems and periodical reporting;
- To plan and manage the procurement activities supplies and services;
- To manage and conduct planning, solicitation, negotiation and termination of contractual and procurement actions;
- To approve up to the authorised limit or to recommend approval of procurement contracts/purchase orders up to the authorized limit;
- To ensure that procurement adheres to principles of transparency, equal treatment and non-discrimination, competition, proportionality and sound financial management, in accordance with the applicable procurement regulations;
- To advise the Head of Division of Administration on compliance, potential risks and efficiencies;
- To review draft procurement dossiers for compliance and content and conduct procurement actions, as and when necessary;
- To act as chairperson of evaluation committees, as and when assigned;
- 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 at least one of the following fields of expertise: Law, Business or Public Administration, Economics, Finance or other related university studies;
- A minimum of three (3) years of management experience in public procurement matters in an EU institution, CSDP Mission, an international organisation, or an international or hybrid court;
- Excellent planning, organisational, and IT skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Knowledge of EU rules and regulations, procurement policies, procedures and practices;
- Experience in managing budgetary and financial responsibilities;

- 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 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/or international organisations.

Position: Communication and Information Systems (CIS) Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 0512*	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Operational Support Unit/CIS	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Communications and Information Systems (CIS) Officer reports to the Deputy Specialist Prosecutor through the Senior Communication and Information Systems (CIS) Officer.

Main Tasks and Responsibilities:

- To support the sensitive and open operations and activities of the SPO by delivering appropriate CIS services;
- To ensure that SPO data and CIS services are fulfilling Information Assurance principles (confidentiality, integrity, availability, non-repudiation and authenticity) through measures, including:
 - ensuring the servicing and maintenance of CIS equipment and software,
 - hardening (securing) of systems,
 - complying with relevant protocols and regulations;
- To provide CIS support and training to SPO staff members;
- To draft reports, operating instructions, guidelines and procedures within the CIS field;
- 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 Technology or other related university studies;
- Relevant up-to-date experience in the management of Microsoft Enterprise Environment;
- Relevant experience and knowledge of networking and communications equipment;
- Knowledge and/or experience in developing internal IT management and communication systems, processes and policies;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Very good interpersonal and communication skills, 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, namely the ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Experience managing IT and CIS operations in a highly secure setting;
- Experience managing CIS systems in judicial settings;
- Experience managing ZyLAB systems, Casemap, dtSearch, Hyper-V;
- Knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Operational Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: ST0507	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

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 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, namely the ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Immediate or short-term availability;
- 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;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language;
- 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: ST0530	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

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 Associate Legal Officer reports to a Prosecutor through an Associate Prosecutor or a Legal Officer.

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, namely the ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Immediate or short-term availability;
- 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.