

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>			
	0036	Information Security Officer	The Hague	ASAP
	0512*	Communication and Information Systems (CIS) Officer	The Hague	ASAP
Deadline for applications:	Monday, 31 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 Goalkeeper 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 <i>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.</i>
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

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

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).

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: 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: 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.