

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b> <b>1-2025 Call for Contributions</b> Requirements and Job Descriptions	
<b>Organisation:</b>	<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b>
<b>Job Location:</b>	<b>The Hague, the Netherlands</b>
<b>Employment Regime:</b>	<b>As indicated below</b>

<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Availability:</b>
	<b><u>Seconded/Contracted</u></b>		
	021	Recruitment Assistant	ASAP
	029	Staff Administrative Assistant	ASAP
	030	Finance and Budget Officer	ASAP
	053*	Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP
	065	Senior Court Interpreter (Albanian into English)	ASAP
	067	Reviser (Albanian)	ASAP
	068-1	Translator (Serbian)	ASAP
	105	Senior Security Officer	ASAP
	106	Security Officer	ASAP
	133	Senior Legal Officer	ASAP
	164	Deputy Head of Human Resources Unit	ASAP

	176	Legal Officer	ASAP
	177	Associate Legal Officer	ASAP
	200	Information Systems and Records Management Officer	ASAP
	504	Executive Assistant	ASAP
	530	Associate Legal Officer	ASAP
	568	Associate Prosecutor (Appeals)	ASAP
	569	Prosecutor (Appeals)	ASAP
	570	Senior Prosecutor (Appeals)	ASAP
	571	Associate Prosecutor (Investigations)	ASAP
	ST054	Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP
<b>Deadline for Applications:</b>	<b>Monday, 7 April 2025 at 17:00 (Brussels time)</b>		
<b>Applications must be submitted:</b>	<p><b><u>1. For candidates from the EU Member States:</u></b></p> <p>The online Application Form, including its Addendum (Annex 3 to be filled in manually and uploaded), shall be submitted via one of the following links:</p> <p>1.1. For candidates <b><u>seconded</u></b> by their EU Member State:</p> <p><a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>1.2. For <b><u>contracted</u></b> candidates from the EU Member States:</p> <p><a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b><u>2. For candidates from the Third Contributing States:</u></b></p> <p>The Application Form (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 one of the following email addresses only:</p> <p>2.1. For candidates <b><u>seconded</u></b> by their Third Contributing State:</p>		

Information:	<p>Civilian Operations Headquarters (CivOpsHQ)  <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a></p> <p><b>2.2. For <u>contracted</u> candidates from the Third Contributing States:</b></p> <p><a href="mailto:applications@scp-ks.org">applications@scp-ks.org</a></p> <p>Only one Application Form per candidate will be accepted, the latest received within the deadline or the one submitted through the National Authorities being given a priority.</p>
	<p>For additional information from National Authorities, please contact:</p> <p>Civilian Operations Headquarters (CivOpsHQ)</p> <p><b>Ms Susanne Evert</b>  <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a>  <b>Tel: +32 2 584 2963</b></p>

*\* 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) and 9084/13 (30 April 2013). Personnel seconded from the Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**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 extension of the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- the approval and signature of the Grant Agreement;
- 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 the Contributing States propose candidates for the following international staff positions, according to the requirements and profiles described below.

## **I. GENERAL CONDITIONS**

**Citizenship** – The candidates must have Citizenship of an EU Member State or of a Contributing Third State.

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

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency, which may impair operational performance.

To ensure duty of care, selected candidates should, in principle, be under the normal age of retirement in Contributing Third States.

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

## **II. REQUIREMENTS**

### **A. Essential Requirements**

The following are essential requirements in respect of civilian international experts to the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

## 1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EQF)<sup>1</sup>, or equivalent, at the level specified in the individual Job Descriptions.

## 2. Knowledge

The 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).

## 3. Skills and Abilities

**Language Skills**<sup>2</sup> – Spoken and written 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.

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral.

**Organisational Skills** – The candidates must have excellent organisational skills, with the ability to prioritize work to meet deadlines, and a concern for order and accuracy.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential.

**Driving Skills** – The candidates must be in possession of a valid civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

## 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 AND EQUIPMENT FOR SELECTED CANDIDATES

**Passport** – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or a Diplomatic Passport should be issued.

---

<sup>1</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

<sup>2</sup> [Common European Framework of References for Languages](#)

**Visas** – Contributing Third States and selected candidates must ensure that visas are obtained for entry into the Netherlands prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Netherlands.

**Education diplomas(s)/certificate(s) or/and professional certificate(s)** – The 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)** – The 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.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They must also be vaccinated according to the required immunisations.

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

#### **IV. ADDITIONAL INFORMATION**

**Gender Balance** – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the Contributing States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when submitting either the online Application Form with Addendum (Annex 3) or the standard Application Form (Annex 2) in Word format, as applicable, and indicating which position(s) the candidate is applying for.

**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.

### **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 Operation Plan (OPLAN).

<b>Position:</b> Recruitment Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 021	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Recruitment Assistant reports to the Human Resources Officer.

#### **Main Tasks and Responsibilities:**

- To conduct comprehensive reviews of job descriptions in direct consultation with Line Managers and other internal stakeholders and in accordance with the internal framework;
- To analyse and determine correctly the candidates' eligibility for the posts;
- To plan, organise and take part in the assigned selection procedures in accordance with the internal framework;
- To duly prepare the Calls for Contributions for staff and interns;
- To prepare all recruitment-related documents and statistics in accurate and timely manner;
- To ensure efficient relevant communication with both internal and external stakeholders;
- To ensure accurate and timely verification of required pre-deployment documentation and activities;
- To prepare and/or coordinate draft memoranda and decisions;
- To ensure a proper processing of documents and queries related to obtaining/renewing the (in-lieu) Personnel Security Clearances and Criminal Records Checks;
- To contribute to the development and implementation of the Human Resources strategies, policies and procedures;
- To assist in the implementation of different recruitment-related projects;
- To ensure a proper filing and archiving of all documents, as well as a timely update of all records;
- 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 ten (10) years of relevant professional experience, after having fulfilled the education requirements.

#### **Specification of Education and Experience**

- A minimum of five (5) years of responsible professional full-time experience in recruitment;
- Excellent organisational skills coupled with the ability to manage a high workload on occasions;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access);
- Excellent drafting skills;
- Tact, discretion and impeccable accuracy with a strong eye for details;
- Sound judgment and very good analytical skills;
- Ability to work productively and with a minimal supervision 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

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

<b>Position:</b> Staff Administrative Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-2
<b>Ref. number:</b> 029	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Staff Administrative Assistant reports to the Human Resources Officer.

#### **Main Tasks and Responsibilities:**

- To advise and assist the staff and interns of the Kosovo Specialist Chambers and Specialist Prosecutor's Office concerning Human Resources policies and procedures;
- To contribute to the development, implementation and review of the Human Resources strategies, policies and procedures;
- To advise the staff and interns on their benefits and entitlements in accordance with the established policies;
- To advise the staff and interns regarding the health insurance policy, and to be their point of contact for any health insurance matters;
- To process leave, home travel, other staff requests checking eligibility and compliance with the established policies and procedures, including necessary update of the respective databases/systems;
- To enter and update records in all personnel related databases/ERP system and to manage the physical files of staff and interns;
- To coordinate timely the performance evaluation process and renewal of contract/extension of tour of duty exercises for the staff and maintain relevant records;
- To coordinate with all relevant stakeholders, including Line Managers, the deployment of selected candidates, redeployment and check-in/out of staff members and interns;
- To prepare accurately the employment contracts, internship agreements and their amendments/annexes;
- To calculate the payroll, entitlements, leave balance of staff and interns in a timely and accurate manner and in accordance with the established policies and procedures;
- To draft the decision/information memoranda, communication to staff and interns on all personnel related matters and to be responsible for their accuracy;
- To plan and organise the relevant training/briefings for staff and interns;
- To assist in the handling of all special projects related to personnel issues;
- 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 eight (8) years of relevant professional experience, after having fulfilled the education requirements.

#### **Specification of Education and Experience:**

- A minimum of four (4) of responsible professional full-time experience in personnel administration/financial matters, in particular calculation of payroll/staff entitlements;
- Excellent interpersonal and communication skills in English, both verbal and written;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Excellent drafting skills;
- Tact, accuracy with an eye for details and discretion;

- 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

- Advanced proficiency in Microsoft Excel;
- 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 international organisations.

<b>Position:</b> Finance and Budget Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 030	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Finance and Budget Officer reports to the Deputy Head of Finance and Budget Unit.

#### **Main Tasks and Responsibilities:**

- To support the Head and Deputy Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in line with the relevant internal and EU rules, legal instruments, planning documents and instructions, including the management of daily tasks of the assigned Section of the Finance and Budget Unit and distribution of work to assigned staff;
- To be responsible for the internal process of validation and approval of budgetary commitments, payments (including payroll), safekeeping of petty cash, management of other means of payment, collection of revenue and recovery of amounts established as being receivable, including availability of funds, procurement thresholds and the correct classification to budget lines, analysis of budget data, cost estimates, monitoring of expenditures and coordination of reallocation of funds when necessary;
- To prepare, present and maintain the accounts, executing reconciliation (bank, fixed assets, etc.);
- Act as focal point and prepare for internal and external audits;
- To assist in liaising and cooperating on financial and budgetary issues with the relevant internal and external actors, including drafting routine correspondence;
- To produce, gather, maintain and keep up-to-date and ensure the integrity, accuracy and, when applicable, timely submission of files, documents, internal and external budgetary and financial reports;
- To be responsible for a variety of assignments requiring extensive research and data analysis, including providing support to the staff members of the Finance and Budget Unit on budgetary, accounting, payments, travel entitlements and treasury matters, when necessary;
- To develop and implement essential policies, tools, internal controls and training materials for financial reporting and budgeting processes;
- To advise and support in identifying needs for goods and/or services specifically required, in technically defining the appropriate requirements to cover these needs and in participating, as appropriate, in the correspondent processes to procure these goods and services;
- 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: Economics, Finance, Management, Accounting, Budgeting or other related university studies;
- A minimum of seven (7) years of progressively responsible experience in Finance and Budget Management of which at least three (3) years at the supervisory/management level;
- Experience in the implementation of budgetary and financial processes and regulations;
- Excellent computer skills in MS Office applications;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to prioritise and manage a high workload on occasions;
- 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, 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

- Relevant work experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court;
- Knowledge of EU financial rules and regulations;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 053*	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The position as Legal Officer is located in the Registry's Chambers Legal Support Unit, as needed will be deployed to the Judges' Chambers, in either the Basic Court (Pre-Trial and/or Trial Panel), the Court of Appeal, the Supreme Court or Constitutional Court Chambers. When deployed, 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.

#### **Additional Information:**

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements;

#### **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, humanitarian, constitutional and/or human rights 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, constitutional, human rights 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, 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.

<b>Position:</b> Senior Court Interpreter (Albanian into English)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 065	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Senior Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

#### **Main Tasks and Responsibilities:**

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into English and Albanian, at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
- To keep abreast of the Kosovo Specialist Chambers' case law, developments in the field of international criminal law and international humanitarian law;
- To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
- To act as interpretation team leader, when necessary;
- To instruct and advise junior or freelance interpreters;
- To assist in planning, development and implementation of training programmes;
- To assist with programming of assignments, as necessary;
- To assist with reviewing transcripts of interpretation and preparing corrections in the event of substantive errors;
- To assist in quality control of interpretation provided by staff and freelance interpreters;
- To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
- To strive for consistency with reference texts and with the output of staff translators;
- To translate using the in-house computer-assisted translation and terminology software;
- To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
- To identify new terminological material;
- 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.

#### **Specification of Education and Experience**

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Interpretation or other related university studies;
- A minimum of seven (7) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native command of Albanian and excellent knowledge of English is required;
- Excellent organizational, interpersonal and communication skills (both written and verbal);



- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- 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, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions.

#### Additional information

- Applicants may be required to sit a competitive interpretation and translation test.

<b>Position:</b> Reviser (Albanian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 067	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Reviser reports to the Head of Language Services Unit (LSU) or other senior LSU staff.

#### **Main Tasks and Responsibilities:**

- To revise and/or translate a variety of texts, mostly legal, from English into Albanian;
- To coach and motivate the in-house and external translators with a view to refining their skills and overall performance (quality of output, productivity, timeliness, etc.) and assist them in solving particularly difficult problems requiring specialized knowledge and linguistic insight;
- To report on performance and development needs of the translators;
- To promote teamwork and communication in the Unit and address any issues arising in a prompt and proactive manner;
- To advise on deadlines and assignments and adapt these to changing priorities;
- To produce self-revised translations;
- To maintain a high standard of accuracy, consistency, and fidelity to the spirit, style, register and nuance of the original;
- To observe the established Kosovo Specialist Chambers terminology and usage, and strive for consistency with reference texts and for consistency in translations;
- To carry out the requisite research, drawing on reference and terminology material, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To produce and maintain an Albanian style guide, identify new terminological material and validate terms submitted by other language staff;
- To participate in the selection and assessment of translation tests for language staff and external translation providers;
- To use and encourage the use of the in-house computer-assisted translation and terminology software;
- To work to deadline and produce a set volume of output, due account being taken of the difficulty of the text and specified deadlines;
- 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.

#### **Specification of Education and Experience**

- The above mentioned university degree must be in at least one of the following fields of expertise: Modern Languages, Translation or other related university studies;
- At least seven (7) years of experience in translation and revision in the context of international tribunal or an international organization;
- Mother-tongue fluency in Albanian and excellent knowledge of English;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;

- Excellent organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- 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, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian);
- 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.

#### Additional Information:

Applicants may be required to sit a competitive revision and translation test.

<b>Position:</b> Translator (Serbian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 068-1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Translator (Serbian) reports to the Head of Language Services Unit (LSU) or other senior LSU staff as designated by the Head of Language Services Unit.

#### **Main Tasks and Responsibilities:**

- To translate, subject to revision, a variety of mostly legal texts from English into Serbian;
- To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
- To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
- The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a Reviser;
- To translate using the in-house computer-assisted translation and terminology software;
- To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
- To identify new terminological material for the consideration of Revisers and other senior colleagues;
- 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: Modern Languages, Translation or other related university studies;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Native command of Serbian and excellent knowledge of English is required;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organisational, interpersonal and communication (both verbal and written) skills;

- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national 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

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian);
- 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.

<b>Position:</b> Senior Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-4
<b>Ref. number:</b> 105	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

#### **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.

#### **Essential Qualifications and Experience:**

- A level of secondary education attested by a diploma.

AND

- A minimum of one (1) year 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

- Professional experience in a leadership/supervisory function within a Police, Military, Judicial or International security environment;
- Relevant experience preferably within an international, hybrid or national criminal court;
- Experience in 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.

<b>Position:</b> Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Secretary Level S-2
<b>Ref. number:</b> 106	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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, ability to promote an inclusive working environment and 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.

<b>Position:</b> Senior Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-3
<b>Ref. number:</b> 133	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Senior Legal Officer reports to the Chef de Cabinet.

#### **Main Tasks and Responsibilities:**

- To assist in the Office of the President and where necessary Judges of other Panels in planning, organising and coordinating activities of such Panels;
- To provide specialised legal, judicial and administrative support, on international criminal law, constitutional and human rights law, including the case law relating to the European Convention on Human Rights (ECHR) and International Covenant on Civil and Political Rights (ICCPR) as well as international administrative law;
- To provide extensive legal research, particularly on international criminal law, human rights and constitutional law, public international law, international administrative law;
- To prepare and/or coordinate draft memoranda and draft decisions/judgments;
- To provide legal analysis on constitutional challenges and referrals;
- To assess briefs and authorities submitted by the parties and to maintain files on the Specialist Chambers practice and development;
- To monitor relevant developments in international criminal and human rights law;
- To undertake any other related tasks as requested by the Line Managers.

#### **Additional Information:**

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

#### **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 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 or other related university studies;
- A minimum of twelve (12) years of progressively responsible professional experience of which at least five (5) years, at the international level in the field of international criminal law;
- Extensive knowledge and practical experience of international criminal law and international administrative law;
- Intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives;
- Excellent interpersonal and communication skills (verbal, written and presentational), including ability to defend difficult positions;
- Excellent drafting and reporting skills in English;

- 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 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:

- International experience 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.

<b>Position:</b> Deputy Head of Human Resources Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 164	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Deputy Head of Human Resources Unit reports to the Head of Human Resources Unit.

#### **Main Tasks and Responsibilities:**

- To deputize for and carry out the duties and responsibilities of the Head of Unit, as required;
- To assist the Head of Unit with a variety of special assignments requiring research, data analysis and reporting;
- To advise and support the Head of Unit in managing and overseeing the work of the staff in the Unit taking into consideration organisational priorities;
- To support the Head of Unit in advising/assisting staff on applicable rules, also in relation to the conflict resolution processes;
- To advise and provide support in the HR management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, namely in planning, development and management of the Recruitment, Staff Administration, Training and Performance Management and other related HR functions;
- Under guidance of the Head of Unit, to draft regulations, administrative instructions and policies or guidance that are necessary for the efficiency of HR including change management processes,
- Under the guidance of the Head of Unit, to carry out administrative/financial tasks necessary for the functioning of the Unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget performance and performance indicators;
- To advise and support in coordinating external and internal audits;
- To liaise and cooperate on HR issues with the relevant internal and external actors, as necessary;
- 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 educational 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, Human Resources Management or other related university studies;
- A minimum of three (3) years of management experience in HR related matters including change management processes in an EU institution, CSDP Mission, an international organization or hybrid criminal court;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- 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, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Knowledge of the EU rules and regulations, HR policies, procedures and practices;
- Knowledge of financial transactions and general procedures;
- Knowledge of Administrative Law;
- Experience in conciliation/mediation;
- Good understanding of the political, cultural and security situation of the Balkans, in particular, of Kosovo.

<b>Position:</b> Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 176	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Legal Officer reports to the Deputy Registrar through Legal Counsel.

#### **Main Tasks and Responsibilities:**

- Under the day to day supervision of Legal Counsel in the Immediate Office of the Registrar ('IOR'), to perform legal research and draft memoranda and other legal documents on all matters related to the functioning and mandate of the Specialist Chambers;
- To draft and undertake review of legal documents and administrative issuances, including internal rules, policies, practice directions and instructions, and to provide advice on their application to specific factual circumstances;
- To conduct in-depth legal research using multiple research sources and provide advice on the applicable law, including international human rights law, public and private international law, and international administrative law;
- To assist in the drafting and preparation of Registry court filings, including submissions in both judicial and administrative proceedings;
- To provide input and assistance on external and internal legal matters, including matters related to detention, legal aid, cooperation agreements, privileges and immunities, and other relevant legal matters related to proceedings and court administration;
- To analyse and provide advice on the application of the Specialist Chambers' constitutive instruments;
- To coordinate with other Registry staff and units on a variety of legal matters, as required;
- To support the work of the IOR by drafting reports, communications, and other materials related to the mandate of the Specialist Chambers, as required;
- To undertake any other related tasks as requested by the Registrar or 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 Law;
- Professional understanding and experience in research and analytical tools/applications and specialised court management software;
- Demonstrated sound judgement;
- Excellent legal drafting, reporting and communication skills;
- Ability to prioritise and manage a high workload independently when required;
- 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, 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

- Substantial litigation experience, including in either prosecution/defence in a national jurisdiction, hybrid national and/or international court or international tribunal;
- Experience in applying expertise to analyse a diverse range of complex and unusual legal issues and problems, and in developing innovative and creative solutions;
- 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.

<b>Position:</b> Associate Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 177	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Associate Legal Officer reports to the Head of Detention Management Unit.

#### **Main Tasks and Responsibilities:**

- To provide legal advice and support to the Head of Judicial Services Division and Legal Counsel of the Immediate Office of the Registrar, as needed, and legal advice to the Head of Detention Management Unit (Chief Detention Officer) on all matters related to the proper functioning of the Detention Facility;
- To conduct legal research, particularly on international standards related to deprivation of liberty, including international human rights law, international criminal law and international administrative law;
- To draft instructions, orders and procedures on detention matters;
- To review requests from Detainees and their Counsel, prepare draft memoranda, decisions and other documents for consideration by the Chief Detention Officer, Legal Counsel of the Immediate Office of the Registrar, Head of Judicial Services Division and/or Registrar as appropriate;
- To undertake legal analysis of judgments and decisions related to the work of the Detention Management Unit, and draft submissions, as necessary;
- To liaise with relevant partners, in particular with inspection authorities, as appropriate;
- To monitor relevant developments in international law and practices as it relates to the management of the Detention Facility;
- To undertake any other related tasks as requested by the Line Managers.

#### **Additional Information:**

The post-holder will be primarily based in the Detention Facility of the Kosovo Specialist Chambers. Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

#### **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 at least one of the following fields of expertise: Law with a specialisation in international, criminal or humanitarian law, human rights, constitutional law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Knowledge and practical experience in applying legal expertise to a diverse range of complex legal issues;
- Excellent problem-solving skills;
- Excellent interpersonal and communication skills, both written and oral;



- Excellent drafting and reporting skills and the ability to conduct comprehensive legal research;
- Flexibility, resilience and the 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, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Progressively responsible legal experience with emphasis on international standards related to detention, international penal law and practice, criminal law or international criminal law;
- 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.

<b>Position:</b> Information Systems and Records Management Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 200	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Information Systems and Records Management Officer reports to the Senior Information and Records Management Advisor.

#### **Main Tasks and Responsibilities:**

- To serve as the technical focal point to provide practical information systems support and theoretical compliance advice for electronic, including audio-visual, records, document and archives management for all functions of the Specialist Chambers (including administrative, judicial support and judicial records);
- To lead on the design, development and maintenance of the secure on-line information system services for a SharePoint and Microsoft 365 digital information management system, and provide any support as directed for an OpenText Documentum-based Judicial Information System;
- To perform automated records and digital archival processing activities such as ingest and extraction in compliance with international preservation and metadata standards and to identify and address duplicate and/or encrypted records;
- To design, test and implement strategies for information management systems integration, enhancement and decommissioning as required and instructed;
- To participate in or lead the technical projects involving feasibility studies, systems analysis, design, development and subsequent implementation of existing or new components of the digital information management system(s);
- To lead the drafting of systems specifications, functional requirements, project plans including timelines, information strategy, project reports from initiation to post-implementation, and user documentation for information management systems;
- To collaborate as directed with Information Technology Services Unit, the Information Security Officer, Legal Officers, Court Management Unit staff, and external partners to devise effective digital information management solutions;
- To undertake in-depth research, analyse and evaluate new technologies (technology watch) and make recommendations for their deployment as appropriate and in particular in relation to digital information management and information access control strategies;
- In collaboration with the Information Security Officer and in accordance with EU Data Protection requirements, ensure strict adherence to information security and data protection policies and to implement access controls within existing and new systems;
- To assist in the development of the overall governance framework by drafting and reviewing policies, guidelines, SOPs, training materials and user manuals for existing and new digital information management systems and processes;
- To train and support users of the digital information and content management systems of the Specialist Chambers;
- 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: Computer Science or Information Technology, Archival or Library Science, Information and/or Records Management or other related university studies;
- Experience in the field of Electronic Document and Records Management or Enterprise Content Management Systems in a judicial setting;
- Demonstrable competence with Microsoft Office applications, including the broader suite of M365 and its constituent applications;
- Tact, discretion and respect for confidentiality;
- Excellent drafting and communication skills in English, both written and oral;
- Excellent organisational and interpersonal 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 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

- Information Security Certification e.g. Certified Information System Security Professional (CISSP), Certified Information Security Manager (CISM) or Certified Information System Auditor (CISA);
- Certification in a project management methodology such as PRINCE 2;
- Experience working with national or international court records or archives;
- Knowledge of digital preservation strategies and trusted digital repositories, including a basic understanding of ISO 14721:2012 (Open archival information system (OAIS) — Reference model) as well as other ISO standards for information management;
- Experience in SharePoint (on premises and cloud versions) and/or Microsoft 365;
- Experience managing IT and CIS projects in a highly secure and judicial setting;
- Experience with established content management products, including Documentum xCP and the customization of these products within a judicial environment;
- 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.

<b>Position:</b> Executive Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 504	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/Immediate Office of the Prosecutor	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Executive Assistant reports to the Deputy Specialist Prosecutor through the Senior Operational Support Officer (Administration).

#### **Main Tasks and Responsibilities:**

- To provide assistance and support to the Specialist Prosecutor/Deputy Specialist Prosecutor, and in the Immediate Office of the Specialist Prosecutor, 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 organise meetings and receive officials, members of the diplomatic corps and international organisations, judiciary and other relevant interlocutors and to co-ordinate with their corresponding assistants;
- To coordinate and attend, where appropriate, all travel arrangements for the Specialist Prosecutor/Deputy Specialist Prosecutor;
- To accompany the Specialist Prosecutor and Deputy Specialist Prosecutor to meetings and events, as required, making all necessary preparations and taking minutes;
- To be responsible for the effective and appropriate management of the records and archives of the Immediate Office of the Specialist Prosecutor, 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 assist in the development and implementation of SPO outreach activities, including the monitoring, tracking and reporting on these;
- To organise witness management coordination services: liaising between SPO and KSC, particularly in respect of ongoing trials and scheduling;
- To assist the Senior Operational Support Officer (Administration);
- 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 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 sense of organisation, 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;
- 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, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience with public information management and with diplomatic and/or rule of law contacts;
- Experience as an assistant to senior level diplomatic, political, legal/justice officials;
- Experience and good understanding of Administration Practices, Rule of Law and Civilian Crisis Management Interventions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Serbian or Albanian.

<b>Position:</b> Associate Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 530	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/Division of Prosecution and Investigation/ Trial Team Unit (Trial Teams)	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

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

Desirable

- 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.

<b>Position:</b> Associate Prosecutor (Appeals)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 568	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/Prosecution Division	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Associate Prosecutor (Appeals) reports to a Senior Prosecutor or Senior Prosecutor (Appeals) through a Prosecutor or Prosecutor (Appeals).

#### **Main Tasks and Responsibilities:**

- To conduct, under the overall direction of the Senior Prosecutors and/or Head of Investigations (Prosecutions) and the day-to-day supervision of a Prosecutor, the prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO) at all stages of appeal and review, before the Court of Appeals, Supreme Court and Constitutional Court, including the handling of requests for certification to launch interlocutory appeals, the response to such requests by the defense, and interlocutory appeals;
- To prepare and assist in the preparation of legal submissions (including briefs, motions, responses, replies, notices of appeal or requests for certification, correspondence, memoranda etc.) in the course of investigations and prosecutions;
- To conduct and assist in the review and analysis of final judgments and interlocutory decisions of Trial Panels and, as relevant, propose grounds of appeal;
- To conduct and assist in review of trial and evidentiary records, including in relation to the preparation of appeal briefs and the handling of pre-appeal motions;
- To communicate with the Defence, the Legal Representatives for victims, the Registry, and external persons and entities, as appropriate;
- To assist the Senior Prosecutors, Head of Investigations (Prosecutions), and the Prosecutors in ensuring case management and legal filings and to assist in drafting of written submissions and carrying out quality management for all written submissions;
- To conduct legal research on a wide range of complex, multi-disciplinary issues;
- To, as appropriate, appear in court, making legal submissions and examining and cross-examining witnesses;
- To conduct and participate in field activities;
- 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 at least one of the following fields of expertise: Law or other related university studies;
- A minimum of seven (7) years of experience as a full-time lawyer in a complex case, of which at least five (5) years in serious crimes;



- Experience working in diverse legal systems;
- Experience in complex legal drafting;
- Demonstrated sound judgement;
- 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, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in complex investigations and proceedings with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- Appellate experience;
- 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.

<b>Position:</b> Prosecutor (Appeals)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 569	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Prosecution Division	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Prosecutor (Appeals) reports to the Deputy Specialist Prosecutor through a Senior Prosecutor or Senior Prosecutor (Appeals).

#### **Main Tasks and Responsibilities:**

- To supervise, manage, coordinate and direct the work of staff within the assigned team, as delegated by the Senior Prosecutor;
- To conduct, under day-to-day supervision of a Senior Prosecutor, appeals and other review processes before the Court of Appeals, Supreme Court and Constitutional Court, including the handling of requests for certification to launch interlocutory appeals, the response to such requests by the defense, and interlocutory appeals;
- To coordinate and oversee daily prosecutorial tasks within the assigned team;
- Conduct and assist in the review and analysis of final judgments and interlocutory decisions of Trial Panels and, as relevant, propose grounds of appeal;
- Conduct and assist in legal research and writing and review of trial and evidentiary records, including in relation to the preparation of appeal briefs and the handling of pre-appeal motions;
- To assist the Senior Prosecutors in ensuring case management and legal filings, assist in the drafting of notices of appeal or requests for certification to appeal, and appeal briefs and pre-appeal motions or motion responses and replies, as well as other filings as directed, and carrying out quality management for all written submissions;
- To supervise or conduct legal research on a wide range of complex, multi-disciplinary issues;
- To communicate with the Defence, the Legal Representatives for Victims and external persons and entities, as appropriate;
- To assist in timely and fully compliant legal disclosure;
- To serve as a Trial Attorney/Appeals Counsel, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in appeal and other proceedings, as appropriate;
- 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.

#### **Specification of Education and Experience**

- The above-mentioned University degree must be at least one of the following fields of expertise: Law or other related university studies;
- A minimum of ten (10) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least seven (7) years in serious crimes and with both in-court advocacy experience and appellate experience in criminal proceedings;

- Experience working in diverse legal systems;
- Substantial experience in complex legal drafting;
- Excellent interpersonal and communication skills in English, both written and oral;
- Demonstrated sound judgement;
- Ability to coordinate the work of others, to work towards deadlines and handle concurrent activities;
- 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 conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of international criminal courts and tribunals;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position:</b> Senior Prosecutor (Appeals)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-2
<b>Ref. number:</b> 570	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/Prosecution Division	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Senior Prosecutor (Appeals) reports to the Deputy Specialist Prosecutor.

#### **Main Tasks and Responsibilities:**

- To co-ordinate and supervise, in consultation with other Senior Prosecutors, the handling of appeals and other review processes on the Specialist Prosecutor's behalf before the Court of Appeals, Supreme Court and Constitutional Court, including the handling of requests for certification to launch interlocutory appeals, the response to such requests by the defense, and interlocutory appeals;
- To direct, supervise and manage the work of Prosecutors and Legal Officers in consultation with other Senior Prosecutors and the Head of Investigations (Prosecution);
- To coordinate and oversee the daily prosecutorial tasks within the SPO;
- To handle a wide range of complex, multi-disciplinary issues, relating to matters of substantive international and national criminal law, evidence, procedure, and policy, including conducting or supervising relevant research;
- To conduct or supervise the review and analysis of final judgments and interlocutory decisions, and provide advice on the advisability of an appeal and proposed grounds of appeal;
- To be the liaison and coordinator between all the parties in the criminal proceedings, as well as the Registry;
- To communicate with the Defence, the Legal Representatives for Victims and external persons and entities, as appropriate;
- To ensure case management and legal filings, draft or supervise the drafting of notices of appeal or requests for certification to appeal, and appeal briefs and pre-appeal motions or motion responses and replies, as well as other filings as directed, and ensure their timely filing;
- To supervise, manage and ensure timely and fully compliant legal disclosure;
- To prepare for oral argument of appeals, appear in court as lead counsel, and make oral submissions at appeal hearings and other proceedings;
- Co-ordinating or overseeing legal knowledge management in the office;
- To undertake any other related tasks as required by the Line Managers.

#### **Essential Qualifications and Experience:**

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

#### AND

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

#### **Specification of Education and Experience**

- The above-mentioned University degree must be in Law or any other qualifying degree or legal qualification;
- At least twelve (12) years of experience as an Attorney or other similar function in criminal law, international criminal law or other complex litigation/(international) legal work;
- Experience as Prosecutor, Judge or Senior Attorney/Legal Officer, or admitted to practice in a national jurisdiction;
- Substantial experience in complex legal drafting, including appeals;

- Experience working in diverse legal systems;
- Advanced leadership and people management skills and experience;
- Demonstrated ability to establish/review priorities, to plan and to exercise control;
- Demonstrated ability to engage with senior officials/governmental level decision makers;
- Demonstrated ability to mentor and motivate staff;
- 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; 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;
- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking in human beings, ideally through work at an international criminal tribunal;
- Experience in carrying out criminal prosecutions in Western Balkans region, and a good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of international criminal courts and tribunals;
- Knowledge of the EU and in particular CSDP Missions.

<b>Position:</b> Associate Prosecutor (Investigations)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 571	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/Prosecution Division	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Associate Prosecutor (Investigations) reports to a Senior Prosecutor and/or Head of Investigations (Prosecutions) through a Prosecutor.

### Main Tasks and Responsibilities:

- To conduct, under the overall direction of the Senior Prosecutors and/or Head of Investigations (Prosecutions) and the day-to-day supervision of a Prosecutor, witness protection actions and the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including planning and contributing to the implementation of investigative strategies and objectives, managing and supervising the investigation and preparation of cases/components of pre-trial, trial, and appeal proceedings, as well as overall witness security;
- To acquire and analyse general intelligence and information including identifying materials and persons for investigative leads and evidence collection;
- To plan, coordinate, and participate in investigative and operational actions provided for under applicable laws and Rules of Procedure and Evidence;
- To conduct forensic and legal analysis of electronic evidence collected by the SPO, in particular call detail records, mobile phones, digital storage devices, and other electronic and digital media, specifically for the purpose of identifying relevant evidence, creating exhibits for use at trial, and drafting legal process based on forensic analysis;
- To use forensic tools such as Cellebrite/Grayshift, Hunchly, and other forensic software to conduct forensic and legal analysis of electronic evidence;
- To participate in and coordinate field activities involving the collection of digital evidence;
- To prepare and assist in the preparation of legal submissions (including indictments, briefs, motions, responses, replies, correspondence, memoranda etc.) in the course of investigations;
- To liaise internally with case management, information technology, and language units, as well as the Registry and external persons and entities, including developing law enforcement partnerships with public and private actors, as appropriate;
- To conduct witness interviews, preparation, and appear in court, examining and cross-examining witnesses and presenting oral arguments in proceedings, as appropriate;
- 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 Law;
- Qualification to practice law in a national or international jurisdiction;
- A minimum of seven (7) years of experience as a full-time lawyer in complex cases, of which at least five (5) years is in serious crimes and/or international criminal law;
- Experience working in diverse legal systems;
- Hands-on experience in using digital software tools for evidence analysis and trial exhibit preparation, including creating Cellebrite extractions for use as evidence at trial;
- Proven expertise and excellent working knowledge of analysis and document management software and tools, including competence in developing, implementing, maintaining evidence management tools for use at trial;
- Demonstrated competence in field work exercising sound judgement and discernment;
- 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 acquire useful information from a variety of sources and excellent writing skills in drafting accurate reports and memoranda;
- 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

- Familiarity with the use and training of analytical software, platforms and tools;
- Experience in complex investigations and proceedings with a transnational character related to obstruction of justice, war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- Legal drafting skills at an international criminal tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of international criminal justice organisations, the EU, in particular CSDP Missions;
- Good understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> ST054	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> 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 position of Associate Legal Officer is located in the Registry's Chambers Legal Support Unit, as needed will be deployed to the Judges' Chambers, in either the Basic Court (Pre-Trial and/or Trial Panel), the Court of Appeal, the Supreme Court or Constitutional Court Chambers. When deployed, the Associate 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 Judges through the Senior Legal Officer or other supervisor, as applicable;
- To conduct legal research, particularly on international criminal law, international humanitarian and criminal law, international administrative law and where applicable constitutional and human rights law;
- To prepare draft memoranda, decisions and judgments, in cooperation with the Senior Legal Officer or supervisor as applicable assigned to the cases, if any;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties on appeal;
- To monitor relevant developments in international law;
- To undertake any other related tasks as requested by the Line Managers.

#### **Additional Information:**

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

#### **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 at least one of the following fields of expertise: Law with a specialisation in international, criminal or humanitarian law, human rights and constitutional law as applicable or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national



or international level;

- Extensive knowledge and practical experience of 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, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Immediate or short-term availability;
- Progressively responsible legal experience with emphasis on criminal law or international criminal law;
- 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.