

<b>Position:</b> Outreach and Communications Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 0201	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 15 June 2026
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Public Information and Communication Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Outreach and Communications Coordinator reports to the Deputy Registrar.

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

- To coordinate and supervise the work of the Public Information and Communication Team (PICT), including media and social media relations, public information, and outreach relations for the Specialist Chambers;
- To organise and implement the Outreach Programme in Kosovo, disseminating information and participating in events about the work of the Specialist Chambers' with the widest relevant target groups, as well as the court information network;
- To prepare interviews, draft and respond to media queries and perform, as required, spokesperson tasks;
- To prepare the content for the organization's outreach newsletter, public information material and relevant press releases;
- To coordinate with external stakeholders at the appropriate level;
- To ensure monitoring and evaluation of outreach, prepare draft reports and coordinate internal reporting and analysis;
- As budget holder, to liaise with the Finance and Budget Unit to request payment of allocated expenditure and to prepare narrative reports on the implementation of the outreach grant agreement;
- To undertake any other related tasks as requested by the Line Managers.

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

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree.

#### **AND**

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of three (3) years of management experience.

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

- The above-mentioned University degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Communications, Media, Journalism, Law or other related university studies;
- Minimum of five (5) years of experience in public information, communications, and/or external relations, including working experience in an international environment;
- Excellent communication skills. both written and oral, including ability to present and defend difficult positions and complex subjects to a wide range of audiences;

- Excellent public speaking and writing skills, including preparation of reports that are clear, concise and intelligible to an audience of generalists;
- Tact, discretion and ability to present sensitive issues;
- 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;
- Knowledge and practical experience of communication approaches, tools and methodologies necessary in planning and executing effective communication and public information strategies and programs;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Prior work experience in an international criminal or a hybrid court;
- Experience in working with affected communities;
- Experience as a spokesperson;
- Experience in the editorship of institutional newsletters, brochures and publications, as well as audio-visual products and social media;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of Albanian and/or Serbian.