

<b>Position:</b> Court Services Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 0203	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 15 June 2026
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Court Services Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Court Services Coordinator reports to the Deputy Registrar.

### Main Tasks and Responsibilities:

- To coordinate and supervise the work of the Court Services Team including liaising with Registry units and teams, Chambers and the parties and participants in relation to proceedings, as required;
- To manage the Legal Workflow system including the receipt, processing and secure dissemination of court filings tendered in the proceedings, including the publication of public filings;
- As directed by the Registrar/Deputy Registrar, in coordination with the Senior Court Officer, implement Court Orders and Decisions and provide reports as requested.
- To act as custodian of all evidence tendered during the proceedings and to create and maintain a full and accurate record of the proceedings;
- To serve as a member of the KSC Archiving Project Board and prepare protocols related to the archiving of judicial records, as requested;
- In coordination with the Senior Information and Records Management Advisor, to facilitate technical discussions on Legal Workflow and archiving with Chambers and Specialist Prosecutor's Office;
- As budget holder, to liaise with the Finance and Budget Unit with regard to the allocated expenditure;
- To supervise the planning and publication of the courtroom calendar;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree. AND
- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of three (3) years of management experience.

### Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law, Court Administration, or other related university studies;
- At least seven (7) years of progressively responsible experience in an international criminal justice setting and at least one (1) year in a legal advisory role related to court operations;
- Proven good understanding of principles related to criminal evidence and court administration;

- Proven ability to coordinate projects related to judicial activities;
- Excellent drafting and reporting skills in English;
- Excellent interpersonal and communication skills;
- Demonstrated sound judgement and ability to find solutions in a demanding, deadline driven environment;
- 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

- 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.