

<b>Position:</b> Defence Office and Victims' Participation Office Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 0204	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 15 June 2026
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Defence Office and Victims' Participation Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Defence Office and Victims' Participation Office Coordinator reports to the Deputy Registrar.

### Main Tasks and Responsibilities:

- To support the administration of Legal Aid payments according to procedures and standards in the Legal Aid Regulations and other relevant regulations;
- To coordinate with the procurement team on contracts;
- To prepare legal memorandums on matters related to Defence and Victims' participation for the Registrar and Deputy Registrar;
- To maintain the list of counsel including liaising with the Immediate Office of the Registrar on the selection and appointment of Counsel to the list;
- To prepare letters of assignment, appointment, withdrawal or termination of Counsel for the Registrar, as required;
- To coordinate with relevant units to ensure that adequate assistance, support and facilities are provided to assigned or appointed Counsel and their support staff as well as the departure of team members;
- To undertake any other related tasks as requested by the Deputy Registrar.

### 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 Law or other related university studies;
- A minimum of five (5) years of progressively responsible practical experience in legal aid-related matters and/or defence or victim-related matters;
- Excellent organizational skills, including managing filings, and employing electronic data management system;
- Experience in drafting legal documents, preferably legal texts and court filings, as well as experience as a lawyer in criminal and/or tort-related matters;
- Excellent interpersonal skills, including the ability to represent and interact responsibly within the organization and with accused, suspects, and victims as well as their legal representatives;

- Excellent communication skills in English, both written and oral;
- Ability to work productively in a fast-paced environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective 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 environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in administering a Defence Office and/or Victims Participation Office at an international, national or hybrid criminal institution;
- Experience in administering a legal aid system;
- Experience in handling confidential information with tact, discretion and accuracy, and experience in the implementation of protective measures;
- Good understanding of the political situation in the Balkans, in particular Kosovo;
- Good understanding of the systems of legal assistance and legal aid in Kosovo.