

<b>Position:</b> Judicial Services Operations Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 0206	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 15 June 2026
<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 Registry Operations Assistant reports to the Judicial Services Associate Operations Officer.

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

- As requested by the Judicial Services Associate Operations Officer, in consultation with the Deputy Registrar, to provide logistical support, Albanian language and administrative support for Registry wide operations;
- To provide translation and consecutive interpretation assistance for sensitive Registry operations;
- To provide logistical and operational support to the Witness Protection and Support Office Team, as needed, including escorting witnesses, and planning for and managing their practical needs;
- To travel on missions of varying lengths of time, sometimes on short notice, and provide administration and operational support during missions;
- To undertake any other related tasks as requested by the Line Manager.

### **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**

- Knowledge of and fluency in the Albanian language;
- Very good interpersonal and communication skills in English, both written and oral;
- Willingness and ability to work flexible hours;
- Computer skills in MS Office applications (Excel, Word, PowerPoint, Access) and proven experience in input of data and maintenance of database in a court environment;
- Ability to act with utmost discretion and maintain confidentiality;
- Valid driving license of 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

- Work experience in a conflict or post conflict context and/or in a security sensitive environment;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.