

<b>Position:</b> Disclosure and Evidence Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 0572	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> 15 June 2026
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Prosecution Division C	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Disclosure and Evidence Officer reports to a Senior Prosecutor and/or Head of Investigations (Prosecutions) through a Prosecutor. As the Data Protection Officer for the SPO, reports directly to the Specialist Prosecutor as the Data Custodian.

### Main Tasks and Responsibilities:

- To supervise the work of the Disclosure and Evidence Team;
- To act as a focal point for matters relating to case/evidence management and disclosure;
- To manage the case registry and evidence collection, ensuring proper processing, handling and storage;
- To ensure correct processing of EUCI materials, keeping them secure at all times and separate from the rest of the collection, adhering strictly to guidelines;
- To monitor and track the evidence produced in court using case management tools;
- To manage the logistical and administrative aspects of the prosecution case, including filing of court documents, maintaining and logging filings, both public and confidential from the Registry;
- To assist legal proceedings, including by overseeing, coordinating, and ensuring the fulfilment of disclosure obligations towards the defence and other participants, including the use of sophisticated software tools developed for complex litigation in the prosecution of cases within the mandate of the Specialist Prosecutor's Office;
- To prepare and assist in the preparation of legal submissions (including filings, oral submissions, correspondence, memoranda, etc.), in particular, related to disclosure, evidence, archiving, or similar matters;
- To oversee, manage, and partake in the preparation of disclosure schedules, projects, protocols, and packages;
- To act as the project manager for short term experts fulfilling disclosure review and evidence handling tasks, as required;
- To oversee coordination with relevant sections of the Registry to ensure effective discharge of the office's obligations in relation to disclosure;
- To train and brief SPO staff on disclosure and other evidence-related matters, including in-house IT products used for evidentiary management purposes, and liaise with external software providers, as needed;
- To oversee and conduct reviews of evidence for purposes of disclosure and archiving and to manage assigned specific archiving projects;
- To act as Data Protection Officer for the SPO, and in this, to report directly to the SPO Data Custodian;
- 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, out of which a minimum of three (3) years of the supervisory/management experience.

### Specification of Education and Experience

- The above-mentioned University degree must be in Law, Management, History, Social Sciences, or other related university studies;
- Experience in dealing with complex investigations or prosecutions;
- Experience working in diverse legal systems;
- Professional understanding of and experience in research and analytical tools/applications and specialized court management software;
- Substantial experience in managing disclosure and/or case/evidence management in the context of war crimes or organised crime trials, ideally at an international tribunal or hybrid international court;
- 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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in carrying out Data Protection Officer duties;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Familiarity with relevant case-management, disclosure, and analytical tools, such as Legal WorkFlow, CaseMap, and ZyOne;
- Good understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.