

Position: Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: ST 0176	Location: The Hague, the Netherlands	Availability: 15 June 2026
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

NOTE: This is a short-term position with a maximum possible appointment duration of one (1) year minus one (1) day, to meet the short-term needs, with **NO possibility of extension of the appointment duration.**

Reporting Line:

The Legal Officer reports to the Deputy Registrar through Legal Counsel.

Main Tasks and Responsibilities:

- Under the day to day supervision of Legal Counsel in the Immediate Office of the Registrar ('IOR'), to perform legal research and draft memoranda and other legal documents on all matters related to the functioning and mandate of the Specialist Chambers;
- To draft and undertake review of legal documents and administrative issuances, including internal rules, policies, practice directions and instructions, and to provide advice on their application to specific factual circumstances;
- To conduct in-depth legal research using multiple research sources and provide advice on the applicable law, including international human rights law, public and private international law, and international administrative law;
- To assist in the drafting and preparation of Registry court filings, including submissions in both judicial and administrative proceedings;
- To provide input and assistance on external and internal legal matters, including matters related to detention, legal aid, cooperation agreements, privileges and immunities, and other relevant legal matters related to proceedings and court administration;
- To analyse and provide advice on the application of the Specialist Chambers' constitutive instruments;
- To coordinate with other Registry staff and units on a variety of legal matters, as required;
- To support the work of the IOR by drafting reports, communications, and other materials related to the mandate of the Specialist Chambers, as required;
- To undertake any other related tasks as requested by the Registrar or 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.

Specification of Education and Experience

- The above mentioned University degree must be in Law;
- Professional understanding and experience in research and analytical tools/applications and specialised court management software;
- Demonstrated sound judgement;
- Excellent legal drafting, reporting and communication skills;
- Ability to prioritise and manage a high workload independently when required;
- 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

- Immediate or short-term availability;
- Substantial litigation experience, including in either prosecution/defence in a national jurisdiction, hybrid national and/or international court or international tribunal;
- Experience in applying expertise to analyse a diverse range of complex and unusual legal issues and problems, and in developing innovative and creative solutions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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.