

Position: Deputy Registrar	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-1
Ref. number: 002	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Registrar reports to the Registrar.

Main Tasks and Responsibilities:

- Under the overall supervision of the Registrar, to assist and support with the management and co-ordination of the administrative, judicial support, information governance and other services provided by the Registry;
- To advise the Registrar on general policy issues and other matters affecting the performance of Registry functions in accordance with the Law on the Specialist Chambers and Specialist Prosecutor's office, the Rules of Procedure and Evidence and the Host State Agreement;
- To work collaboratively with the Registry's Head of Division of Administration and Head of Judicial Services Division to promote the efficient management of all Registry functions and ensure the highest professional ethical and conduct standards across the Registry;
- To coordinate Registry reporting;
- To guide and support Registry legal drafting, in particular, Rule 23 representations, staff appeals cases; Practice Directions, SOPs, cooperation agreements, directives and policies relevant to the effective provision and management of services provided by the Registry;
- As assigned by the Registrar to supervise staff, coordinate priorities and implement performance management oversight;
- To deputise for the Registrar in his/her absence;
- To undertake any other related tasks as requested by the Registrar.

Essential Qualifications and Experience:

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's degree.

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of five (5) years at management level.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law or other related university studies;
- A minimum of twelve (12) years of experience as a practicing lawyer, legal advisor or other similar function in criminal proceedings;
- Very good knowledge of criminal law and proceedings;
- Substantial managerial experience, within an international, internationalized criminal tribunal or national criminal justice system;
- Experience in applying legal expertise to analysing a diverse range of complex issues and problems and in developing innovative and creative solutions;
- Excellent analytical, drafting, planning and organisational skills;
- Excellent interpersonal and communication skills in English, both written and oral;

- Advanced leadership and people management skills and experience;
- Demonstrated sound judgment and ability to find creative and pragmatic solutions in a demanding, deadline driven environment;
- Ability to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds in a management role with respect for diversity;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- 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;
- 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.