

Position: Administrative Assistant/Case Manager (Immediate Office of the President, Court of Appeal, Supreme Court and Constitutional Court)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 0055-2*	Location: The Hague, Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Chambers Legal Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The position of Administrative Assistant is located in the Registry's Chambers Legal Support Unit, allocated to the Judges' Chambers in the Immediate Office of the President, Court of Appeal, Supreme Court and Constitutional Court. The Administrative Assistant reports to the Senior Legal Officer.

Main Tasks and Responsibilities:

- To provide immediate administrative assistance to the Judges, Senior Legal Officer, Legal Officers and Associate Legal Officers;
- To receive and file all correspondence in the Chambers;
- To maintain a filing system;
- To prepare final drafts of documents for signature;
- To attend to incoming calls and to organize schedules;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

- A minimum of five (5) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Excellent organizational and planning skills with ability to multi-task;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, Access);
- Ability to work independently with minimum supervision;
- 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, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive working environment and to integrate a gender perspective into tasks and responsibilities.

Desirable

- Prior work experience in a national and/or international criminal or hybrid court;
- International experience, particularly in crisis areas with multi-national and international organizations;

- 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.