

Position: Head of Court Management Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 007	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Court Management Unit reports to the Head of Division of Judicial Services.

Main Tasks and Responsibilities:

- To assist the Senior Management in operationalising the Specialist Chambers' mandate and tasks as set out in the planning documents and the legal framework of the Specialist Chambers;
- To manage and coordinate the work of the Court Management Unit;
- To coordinate the work of the Court Management Unit with other units of the Registry in relation to the conduct of judicial proceedings;
- To supervise and coordinate the preparatory and organisational support tasks for the efficient conduct of court proceedings, including an electronic system for the management of court filings;
- To manage the receipt, processing, maintenance and dissemination of court filings and evidentiary material tendered in the proceedings, including the publication of public filings;
- To act as custodian of all evidence tendered during the proceedings and to create and maintain a full and accurate record of the proceedings;
- To provide legal and policy advice on court management matters to the Senior Management, the President and Judges, the parties to cases and government/international organization representatives;
- To provide procedural advice on matters of protocol and diplomatically sensitive issues relating to the service of arrest warrants, transfer of accused persons to or from the Specialist Chambers' custody, cooperation on related legal proceedings in national jurisdictions, including the referral of cases from the Specialist Chambers' to national authorities for prosecution in national courts;
- To ensure the development of guidelines, policies and internal protocols to guide the Court Management Unit's internal work;
- To liaise with international, regional and national entities in the implementation of court orders and decisions;
- To develop policies regarding witness confidentiality, protective measures and certification of witness statements in cooperation with the Witness Protection and Support Office;
- To prepare the budget of the Unit;
- To supervise and coordinate, in cooperation with the Information Technologies Services Unit, the development and implementation of courtroom technology solutions to assist the conduct of Court hearings;
- To supervise the planning and publication of the courtroom calendar;
- To undertake any other related tasks as requested by the Line Managers.

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 four (4) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Criminal Law, Court Administration, Public International Law or other related university studies;
- At least ten (10) years of progressively responsible experience in an international criminal justice setting;
- Proven good understanding of principles related to criminal evidence and court administration;
- Proven ability to manage complex projects related to judicial activities;
- Good understanding of or experience in Rule of Law and/or Civilian Crisis Management interventions;
- Excellent drafting and reporting skills in English;
- Excellent interpersonal and communication skills;
- Advanced leadership and people management skills and experience;
- Demonstrated sound judgement and ability to find creative and pragmatic solutions in a demanding, deadline driven environment;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective, constructive working relationships with people from different national and 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

- 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.