

Position: Special Assistant to the Registrar/ Deputy Registrar	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 009	Location: The Hague, the Netherlands	Availability: 01 April 2019
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 Special Assistant to the Registrar/Deputy Registrar reports to the Registrar.

Main Tasks and Responsibilities:

- To accompany the Registrar and Deputy Registrar, as required, to meetings and events and to make necessary preparations and take minutes at meetings;
- To prepare draft reports and documents and monitor follow-up activities as requested;
- As requested by the Registrar, to coordinate with CPCC and other institutions, to review and provide input to reports, strategic planning and policy documents of the Registry;
- To coordinate the work of the Immediate Office of the Registrar;
- To assist and support the Immediate Office of the Registrar with all matters related to making protocol arrangement in the Host State and in Kosovo;
- To provide support and advice on legal, policy or strategic matters and on diverse and complex questions in relation to the Registrar's and Deputy Registrar's mandate;
- To conduct research on a diverse range of assigned issues in criminal law, international law, international humanitarian law and other area(s) of specialization using multiple research sources;
- To select relevant material, analyse information and present findings for internal review in either written or oral form;
- To assist the Legal Counsel in conducting research and preparing policy and legal documents, including directives and SOPs;
- 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.

Specification of Education and Experience

- The above-mentioned University degree must be in at least one of the following fields of expertise: Law, Political Science, International Relations or other related university study;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent sense of organization, ability to identify priority assignments and activities and to manage efficiently multiple tasks;
- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;

- Ability to work independently with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Experience as Legal Advisor/Legal Officer in an international environment;
- Previous experience in criminal proceedings, whether at the international or domestic level;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances.