

Position: Head of Security and Safety Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 017	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Security and Safety Unit reports to the Registrar directly or through the Head of Administration, as appropriate.

Main Tasks and Responsibilities:

- To lead, develop and manage the performance of Security and Safety Unit (SSU) team, maintaining effective communications, a collaborative environment and constructive working relationships within the Unit, with Management and across the other units of the Kosovo Specialist Chambers (KSC);
- To lead the strategic development of the SSU's function and related services in support of the KSC's objectives;
- To oversee and be responsible for the successful service delivery of SSU services and projects and to work in collaboration and coordination with other units within the KSC;
- To provide authoritative advice to the Registrar and other senior officials on all matters pertaining to the security and safety of the Specialist Chambers and the Specialist Prosecutor's Office, its staff, assets, judicial proceedings and operations;
- To establish, manage and coordinate the court police function of the Specialist Chambers Registry;
- To identify the security and safety risks to the Specialist Chambers and the Specialist Prosecutor's Office and to advise on appropriate measures to mitigate identified threats and vulnerabilities;
- To ensure that the Security and Safety Unit is effectively governed, resourced, trained and operationally fit for its mandated purpose;
- To ensure effective liaison and practical working arrangements through establishing contacts at the strategic, operative and tactical levels of the Host State security apparatus;
- To ensure the alignment and implementation of organizational security and safety policies in accordance with the EU governance and Host State obligations, as applicable;
- As SSU budget holder, to be responsible for the preparation of the SSU budget, assigning and monitoring of performance parameters and critical indicators, reporting on budget /programme performance, and preparation of inputs for the budget and managing of SSU contracts;
- 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 at least one of the following fields of expertise: Security Management, Law, International Relations, Emergency Management, Police or Military Sciences or other related university studies;
- Extensive professional experience at the management level in the civilian security field or Police and/or Military, in particular with regard to the security/protection of personnel, facilities and assets, preferably with a multi-national subordinate staff contingent;
- Experience in the control of services providing detainee custody, safety management, physical security, security screening and access control services;
- Experience in planning, assessment and execution of security related operations within both headquarters and field environments;
- Prior administrative responsibilities in relation to financial, equipment and personnel control;
- Prior experience in the assessment of institutional security threats, development of operational security procedures and implementation of self-defined risk mitigation measures;
- High sense of integrity, sensitivity, discretion and good judgement;
- Excellent analytical, planning, organizational, drafting and IT skills
- Excellent interpersonal and communication skills in English, both written and oral;
- 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.

Desirable

- Relevant experience preferably within an international, hybrid or national criminal court;
- Recognized certification in security disciplines, such as Security Management, Physical Security, Information Security, Investigations and/or Analysis;
- Knowledge of EU security policies and security organizations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.