

Position: Outreach Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 038	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Public Information and Communication Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Outreach Coordinator reports to the Head of Public Information and Communication Unit.

Main Tasks and Responsibilities:

- To further develop and implement an effective Outreach Programme in cooperation with the Head of Unit, disseminating information and developing dialogue about Specialist Chambers' work, identifying and involving the widest relevant target groups, as well as the key partners and support organizations;
- To contribute to implementing the Specialist Chambers' Communication Strategy through various communication activities, including dealing with media queries and spokesperson duties, as required;
- To deputize for, and carry out the duties and responsibilities of, the Head of Unit, as required;
- To organize outreach events and activities, including debates, lectures, seminars and meetings in cooperation with various parties;
- To organize campaigns, events and visits ranging from general groups to high profile visitors;
- To coordinate with external stakeholders at the appropriate level;
- To regularly report to the donors of the outreach programme in line with the relevant grant agreement(s);
- To develop and hold presentations and lectures on the work of the Specialist Chambers and to provide input to speeches and outreach activities of the principals of the Specialist Chambers;
- To provide the content for the organization's newsletter, publications, public information material, relevant press releases and web and social media output;
- To ensure monitoring and evaluation of outreach performance and to prepare draft reports and documents for the Unit;
- To regularly liaise with partners in Kosovo, Serbia and other parts of the region, as required;
- 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 ten (10) 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: Political Sciences, International Relations, Communications, Media, Journalism, Law or other related university studies;

- Minimum of five (5) years of experience in particular as Public Information, Communication or Outreach Officer, including working experience in an international environment;
- Excellent communication skills. both written and oral, including ability to present and defend difficult positions and complex subjects to a wide range of audiences;
- Excellent public speaking and writing skills, including preparation of reports that are clear, concise and intelligible to an audience of generalists;
- Tact, discretion and ability to present sensitive issues;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian and/or Serbian);
- Prior work experience in an international criminal or a hybrid court;
- Experience in working with affected communities;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.