

<b>Position:</b> Media and Outreach Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. number:</b> 039	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b>
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Public Information and Communication Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Media and Outreach Assistant reports to the Outreach Coordinator.

### Main Tasks and Responsibilities:

- To assist the Public Information and Communication Unit (PICU) in implementing the Kosovo Specialist Chambers (KSC) Communication Strategy through various communication activities;
- To manage and facilitate group visits to the KSC, including presenting the organisation and liaising with other Units of the KSC, if and when needed;
- To plan, manage and facilitate the yearly “Hague Open Day” and present the organisation to the wider public in The Netherlands;
- To manage and regularly update the KSC Twitter accounts, including contributing to their content (text, audio, video);
- To assist with event management activities of PICU and other Units;
- To ensure effective documentation of events and campaigns (video, photos, audio, text);
- To assist in creating, updating, printing, storing and distributing informational materials on the KSC;
- To assist with media communication, if and when needed;
- To manage the registration of visitors to the public gallery, liaise with the relevant Units within the KSC, and to manage the media center when journalists are present;
- To serve as back-up for updating and maintaining the web page, including suggesting its updates and new content;
- To be the focal point for graphic design products of the KSC, including during the production of annual reports and other public information and external communication materials;
- To manage the KSC graphic design and printing contracts, including budget monitoring and liaising with Contractors;
- To coordinate with photographers, and organise and manage the library of KSC photos for use in different communication products;
- To organise and update the media and outreach contact database, and to handle necessary administrative duties for the Unit, including filing and data management;
- 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

- Prior successful work experience handling complex administrative and budget matters;
- Excellent interpersonal and communication skills in English, both written and oral;
- Experience in producing communication materials;

- Advanced computer and IT knowledge, with professional usage of social media applications and web updating;
- Very good organisational skills, coupled with the ability to prioritise and manage a high workload on occasions;
- 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 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

- International experience, particularly in crisis areas with multi-national or international organisations, criminal or hybrid courts, ideally in relation to the Balkans area;
- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office: Albanian and/or Serbian;
- Good understanding of the political, cultural and media situation of the Balkans, in particular Kosovo;
- Ability to present complex content in a clear and concise style.