

<b>Position:</b> Court Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 049	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Court Officer reports to the Head of Court Management Unit.

### Main Tasks and Responsibilities:

- To be responsible for the daily coordination of the court services in the Specialist Chambers and Registry;
- To ensure timely distribution of filings, transcripts and correspondence to the authorized recipients;
- To make all necessary arrangements and coordination for the court proceedings as required;
- To represent and perform the functions of the Registry in all court proceedings, on behalf of the Registrar or the Deputy Registrar, including opening the hearing and preparing reports or summaries of proceedings;
- To handle and process exhibits (in hard copy or electronic format) in accordance with the established rules, practices and procedures;
- To answer questions from the Specialist Chambers relating to the Registry matters;
- To provide advice on procedural matters to judges and participants;
- To assist the Head of Court Management Unit with the maintenance of the Court Calendar as needed;
- To assist with drafting procedures and guidelines related to court operations;
- 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, Court Administration, Social Sciences or other related university studies;
- A minimum of two (2) years of experience in courtroom proceedings and in criminal cases;
- Excellent drafting skills for legal texts, memoranda and any related filings in English;
- Fully proficient computer skills, including ability to use relevant software applications;
- Excellent organizational, interpersonal and communication skills, both written and oral;
- Absolute tact and discretion;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;

- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Experience with criminal cases involving witness protection and other measures to protect confidential evidence or information;
- Substantial 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.