

Position: Associate Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 061	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Legal Officer reports to the Head of the Victims Participation Office (VPO). The role of the Associate Legal Officer is two-fold: providing legal assistance and support to the VPO and assisting the Head of the Victims Participation Office in representing victims before the Kosovo Specialist Chambers, if applicable.

Main Tasks and Responsibilities:

- To provide specialized legal and judicial assistance and support to the Head of VPO;
- To prepare draft legal documents for the VPO;
- To conduct legal research, on a diverse range of assigned issues in international criminal law, criminal procedure and specifically on all matters related to victims and their participation in internationalised proceedings;
- To use multiple legal research (electronic) tools, select relevant material, analyse information and present findings for internal review;
- To assist the Head of VPO in all matters related to the office;
- To supervise the management of the victims' application database and analysis of the applications;
- To assist the Head of VPO in the representation of victims before the Kosovo Specialist Chambers, if applicable;
- To summarize and analyse evidentiary material, witness statements and other relevant material;
- To assist during the proceedings in the maintenance of an effective overview of the evidence presented in court, using a variety of (electronic) tools;
- To draft legal and factual submissions to the court during the pre-trial, trial and appeals phases of the proceedings;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties;
- To identify and prepare proposals for amendments of the Rules of Procedure and Evidence (RPE);
- To monitor the relevant developments in international law, in particular related to victims;
- To undertake any other related tasks as requested by the Line Managers.

Additional Information:

- Temporary re-assignment to other units of the Registry may be applicable due to operational demands/requirements.

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 four (4) 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 with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills;
- 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 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

- Working experience in a national and/or international or hybrid criminal court;
- Working experience as a lawyer/lawyers' assistant in a national or international criminal jurisdiction;
- Knowledge of victims' rights and work experience with victims of serious and international crimes;
- 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.