

<b>Position:</b> Deputy Head of Detention Management Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. Number:</b> 072	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Deputy Head of Detention Management Unit reports to the Head of Detention Management Unit.

### **Main Tasks and Responsibilities:**

- To deputize for and carry out the duties and responsibilities of the Head of Detention Management Unit;
- To perform functions and to provide advice to the Head of Detention Management Unit in connection with all aspects concerning the implementation of the operational, logistical and legal framework of the Specialist Chambers and Registry as they apply to the detention function;
- To be responsible for the governance/management of the detention function of the Specialist Chambers in the absence of the Head of Detention Management Unit;
- To make recommendations and to provide the Head of Detention Management Unit with advice on custodial and policy matters, conceptualization, development and implementation of policies and procedures including recommending suitable provisions and mechanisms within the legal framework for the governance of the Detention Facility;
- To organise, plan, direct and supervise a suitable management and staff structure for the functions of the Detention Facility;
- To represent, liaise and negotiate on behalf of the Head of Detention Management Unit for various prison management and administrative matters, with internal sectors of the Specialist Chambers such as the Chamber, Registry, Administration as well as with external groups including, the Dutch prison and Police Authorities and ministries, diplomatic missions, other states Ministries of Justice and penal systems and other private and governmental entities as necessary;
- To liaise with the Host Prison on the application of the Service and Facility Agreement;
- To liaise with the Host Prison and the DV&O (Dutch Transport Police) on the operational application of any security protocols or procedures;
- To assist in drafting internal administrative documents of the Detention Management Unit;
- To undertake any other related tasks as requested by 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 Qualification 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, out of which a minimum of three (3) years) of management experience.

### **Specification of Education and Experience**

- The above mentioned university degree must be in at least one of the following fields of expertise: Penology, Prison Management, Social Sciences, Sociology, Criminology, Psychology or other related university studies;

- Minimum of five (5) years of progressively responsible experience in Prison Management at the national or international level in custody and detention;
- Demonstrated knowledge and ability in an operational custodial setting;
- Absolute tact and discretion;
- Excellent organisational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Excellent drafting and report writing skills;
- 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;
- Ability to establish and maintain effective, 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

- 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.