

<b>Position:</b> Protocol Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 119	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

Reporting Line:

The Protocol Officer reports to the Special Assistant to the Registrar/Deputy Registrar.

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

- To provide protocol and liaison services to the Senior Management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office and to liaise with the Host State Authorities in this regard;
- To prepare, coordinate and carry out visits, events, meetings and ceremonies for the Principals;
- To plan and organise official visits to the Kosovo Specialist Chambers and Specialist Prosecutor's Office by high level dignitaries;
- To manage the administration related to privileges and immunities under the Host State Agreement
- To make recommendations, provide advice and ensure compliance with the International Protocol Standards and relations with the Host State, including matters relating to diplomatic immunities and privileges of the staff members of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To take overall responsibility for protocol matters;
- To participate in meetings, conferences and other events to ensure proper management of protocol matters;
- 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 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: Political Science, International Relations, Public Administration or other related university studies;
- Knowledge of protocol in a governmental or international organizations, including knowledge of working with the Host Governments;
- Tact, discretion and respect for confidentiality;
- Flexibility, responsibility and problem-solving skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Proven ability to plan and organise international meetings with participants from Governments, International Institutions and inter/non-Governmental organisations;

- Demonstrable ability to work independently and productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Proven ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds;
- Demonstrable ability to further develop working processes and draft internal documents;

Desirable

- Knowledge of Dutch language;
- 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.