

<b>Position:</b> Outreach Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. number:</b> 149	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<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 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 in relation to outreach and, if requested, media communication;
- To regularly travel to Kosovo and the region as part of the KSC Outreach Programme in order to present and respond to queries about the KSC in events with different audiences;
- To cooperate with NGOs and implementation partners of the KSC Outreach Programme in Kosovo and the region in order to contribute to programme development and implementation;
- To assist in the development of outreach-related products of the KSC (e.g. videos, infographics, factsheets), as well as any reports or documentation;
- To assist in the implementation of financial, procurement and other administrative projects related to PICU activities;
- To assist in monitoring, tracking and reporting on the implementation of outreach activities;
- To assist with event management activities;
- To contribute to updating the KSC web and social media content in relation to all outreach projects;
- 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

- Strong presentation skills, especially presenting complex and sensitive legal issues in a clear and concise manner;
- Experience in producing different types of communication materials;
- Excellent interpersonal and communication skills in English, both written and oral;
- Very good organisational skills, coupled with the ability to prioritise and manage a high workload on occasion;
- 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 background with respect for diversity;
- Tact and discretion in handling sensitive information;
- Proficiency in using office software, including Excel and PowerPoint, as well as social media applications and other communication tools;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office: Albanian and/or Serbian;
- International experience, particularly in crisis areas with multi-national or international organisations, criminal or hybrid Courts, ideally in relation to the Balkans area;
- Good understanding of the political, cultural and media situation of the Balkans, in particular Kosovo;
- Knowledge of web content update technologies;
- Knowledge of International Law or other related subjects.