

Position: Head of Division of Judicial Services	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 152	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Judicial Services	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Division of Judicial Services reports to the Registrar and Deputy Registrar.

Main Tasks and Responsibilities:

- To provide strategic and policy advice and support to the Registrar and Deputy Registrar in order to ensure the adequate, efficient and effective provision of judicial support services for the Chambers and judicial proceedings;
- As agreed by the Registrar, to supervise and oversee the work of the relevant units in the Division of Judicial Services, including the Court Management Unit, Victims' Participation Office, Defence Office and Language Services Unit; and, in close coordination with the Registrar and/or Deputy Registrar, to coordinate their day-to-day work;
- To report to the Registrar and Deputy Registrar of all relevant activities and operations, drawing attention to challenges and issues as they arise, and to assist in their resolution;
- To advise on and oversee the development and implementation of approved practice directions and guidelines to achieve and maintain efficient, reliable and client-oriented judicial services with a view inter alia to ensure the publicity of judicial proceedings, while protecting the rights and interests of all participants;
- To ensure accurate and timely internal reporting, including the submission of information from the Division of Judicial Services to the Immediate Office of the Registrar, and to liaise with external bodies, as requested;
- To participate in the budget process, as requested, and to liaise and coordinate with the Head of Division of Administration on administrative matters related to the provision of judicial support services;
- To consider and propose to the Registrar good practices and improvements in the management of courtroom operations and other support functions;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree.

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum four (4) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in in at least one of the following fields of expertise: Law, Social Sciences, Political Sciences or other related university studies;
- Minimum of four (4) years of experience at the management level within an international, internationalized or hybrid judicial organisation or equivalent experience in a domestic setting;

- Extensive and progressive professional experience in the area of judicial services, such as assistance to Judges in complex international proceedings, court management, legal services within Chambers or a Registry, or in a senior level supervisory judicial/legal role;
- Experience in strategic planning, in building cohesive teams and directing them towards the achievement of identified goals within approved budgets and agreed timelines;
- Proven leadership ability to plan and direct management and service-related programmes, projects and activities;
- Proven ability to work under pressure and willingness to work long hours, as required;
- Proven ability in managing complex organisational initiatives, as well as experience in a supervisory role with large teams;
- Excellent interpersonal and communication skills;
- Excellent command of written and spoken English, as well as ability to write clearly, concisely and analytically.

Desirable

- Knowledge of EU institutions and CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organizations.