

Position: Security Information and Coordination Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 155	Location: The Hague, the Netherlands	Availability:
Component/Department/Unit: Kosovo Specialist Chambers/Division of Administration/Security and Safety Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Security Information and Coordination Officer reports to the Head of Security and Safety Unit.

Main Tasks and Responsibilities:

- To conduct advanced operational planning and coordination in respect of security tasks relating to the travel of senior officials and specialist mission support;
- To define, implement and manage travel security tracking, awareness and compliance programs for staff and others, inclusive of specific training products;
- To act as the primary focal point with the external mission support entities for all planning and coordination activities in relation to security operations and mission support;
- To act as the primary operational level interface with applicable agencies of the Host State security apparatus;
- To produce and ensure the ongoing applicability of the Country Security Plan and other threat related assessments to manage defined risks;
- To lead on the management of Security and Safety Unit digital information resources and secure communications;
- To ensure continual threat monitoring in relation to designated staff and operations, defining mitigation measures as applicable, and compiling operational security plans;
- To compile security incident reports in relation to qualifying incidents within the remit of responsibility;
- To define, implement and monitor procedural controls in relation to staff travel certification, applicable vetting processes and manage the risk management framework;
- To manage the duties of the Security Information and Coordination Assistant;
- To undertake travel at short notice in support of operational activities;
- 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- A minimum of four (4) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Prior supervisory/managerial/analytical responsibilities within Police, Military, Judicial or international security environment;

- Experience in coordination and delivery of security support and/or coordination tasks in a field environment;
- Experience in provision of security and travel coordination services in security sensitive/hostile/field environments;
- Experience in compilation of security risk assessments, security plans, Open Source Intelligence (OSINT) research, antecedent verification, screening and situational monitoring;
- Experience in information asset management, database management and working with collaborative software, such as Microsoft SharePoint;
- Excellent communication skills in English, both written and oral;
- 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 and constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Minimum category B driving license;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Relevant experience preferably within an international, hybrid or national criminal court;
- Prior operational experience in a field security role in the Balkan region and/or regional language ability (Serbian/Albanian);
- Additional certifications in security related disciplines such as Security Training, Analysis, OSINT, Close Protection, Investigation, Incident Control, Supervisory Skills, etc.;
- Training/Certification in field security related tasks, such as EU Mission Security Officer (MSO) or UN Security Certification Program (SCP), or similar;
- Familiarity with applicable EU policies in relation to classified information and field security;
- Familiarity with the national security apparatus of the Netherlands;
- Basic knowledge of Dutch language.