

<b>Position:</b> Security Information and Coordination Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. number:</b> 156	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The Security Information and Coordination Assistant reports to the Security Information and Coordination Officer.

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

- To undertake open source information research and collation of information and specific assessments in relation to the organizational threat profile, operations and interests of the Kosovo Specialist Chambers;
- To assist in the advanced operational planning and coordination of security tasks relating to the travel of senior officials and specialist mission support;
- To ensure the validity and applicability of internal information resources inclusive of the administration of digital resources such as the Country Security Plan, Security Protocols and Contingency Plans;
- To control and monitor travel risk management processes providing first line support to business travelers, inclusive of pre-mission preparedness and compliance requirements;
- To provide general administrative support to the Security and Safety Unit;
- 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

- Experience in the production and administration of digital information resources;
- Experience in the provision of security and/or travel coordination services in security sensitive/field mission environments;
- Experience in open source research and/or situational monitoring;
- Excellent communication skills in English, both written and oral;
- Ability to work with MS Office applications (Word, Excel, PowerPoint, etc.), inclusive of SharePoint applications;
- 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.

#### Desirable

- Relevant experience preferably within an international, hybrid or national criminal court;

- Prior experience in a security/administrative role in the Balkan region;
- Knowledge of Serbian and/or Albanian language;
- Familiarity with applicable EU policies in relation to classified information and field security.