

<b>Position:</b> Head of Defence Office	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-3
<b>Ref. number:</b> 159	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Judicial Services/ Defence Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of Defence Office reports to the Registrar/Deputy Registrar.

### Main Tasks and Responsibilities:

- To manage the Defence Office of the Specialist Chambers promoting and ensuring the rights of the accused as enshrined in the legal framework of the Specialist Chambers;
- To act as the Registrar's representative, both internally and externally to the Specialist Chambers, representing and promoting the rights of the accused and in matters related to the provision of defence;
- To establish relationships with relevant lawyers' associations and, in close collaboration with the Public Information and Communication Unit, to provide the public and other relevant actors accurate information about the rights and role of the defence in proceedings before the Specialist Chambers;
- To oversee the activities of the Defence Office through application of policies, regulations and practice directions and forms relevant to the Defence Office and its activities, and to efficiently manage the workflow and related electronic system, including to liaise for that purpose with the Head of Information Technology Services Unit, the Senior Information and Records Management Advisor and Head of Court Management Unit;
- To administer a list of defence counsel, including selection, appointment, and assignment of counsel and assignment of mandatory representation, and to ensure that representation of the accused meets internationally recognized standards through rigorous procedures based on agreed eligibility and selection criteria and monitoring, as well as acting as a primary contact point for complaints regarding counsel and to initiate disciplinary proceedings, as appropriate;
- To ensure adequate assistance, support and facilities to assigned defence counsel and their support staff;
- To administer a system of legal aid for representation of indigent or partially indigent accused before the Specialist Chambers, according to procedures and standards set out in the Law on the Specialist Chambers and Prosecutor's Office, the Rules and the Legal Aid Policy;
- To ensure the proper administration, oversight and monitoring of the relevant budget according to procedures and standards set out in the Legal Aid Policy of the Specialist Chambers;
- 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 's degree.

#### AND

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

### Specification of Education and Experience

- The above mentioned University degree must be in Law, Political Science, International Relations or other related university studies;
- A minimum of twelve (12) years of progressively responsible practical experience in defence and/or criminal law and/or legal aid related matters;
- Managerial experience, preferably within an international, hybrid or national criminal court;
- Excellent organizational skills, including managing filings, and employing electronic data management system;
- Experience in drafting legal documents, preferably legal texts and court filings;
- Excellent interpersonal skills, including the ability to represent and interact responsibly within the organization and with other institutions in highly sensitive matters;
- Experience of outreach to lawyers, preferably criminal lawyers dealing with international crimes;
- 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, constructive working relationships with people from different national and cultural backgrounds.

### Desirable

- Experience in setting up, administering or managing a Defence Office at an international, national or hybrid criminal institution;
- Experience in managing a legal aid system;
- Experience of interacting with international counsel;
- Experience in handling confidential information with tact, discretion and accuracy;
- International experience within multi-national and international organizations in the criminal justice field, and particularly in crisis areas;
- Good understanding of the political situation in the Balkans, in particular Kosovo;
- Good understanding of the systems of legal assistance and legal aid in Kosovo.