

Position: Chef de Cabinet/Senior Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 161	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Chambers	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Chef de Cabinet/Senior Legal Officer reports to the President of the Specialist Chambers.

Main Tasks and Responsibilities:

- To plan, organize and coordinate all the activities within the Office of the President;
- To assist the President in the coordination of the work of the Specialist Chambers and the management of the roster of the International Judges, including directly liaising with the Judges to assist with the President's responsibility for the good administration of justice;
- To act as principal advisor and operational contact person to the President;
- To independently advice, plan and coordinate all diplomatic and political engagements of the President and to attend and manage meetings with all relevant stakeholders;
- To manage administrative matters within the competence of the President of the Specialist Chambers, including liaising with the Judges;
- To attend diplomatic functions, on behalf of the President, and to coordinate with all the organs of the Specialist Chambers, Kosovo institutions and organizations, embassies accredited to the Netherlands and other relevant organizations;
- To represent the President on the various Specialist Chambers committees, as well as at speaking engagements;
- To ensure the follow-up actions of inter-organs bodies of the Specialist Chambers;
- To support the judicial capacity of the President through the review of legal research and drafting performed by all legal officers within the Office of the President;
- To act as the Chambers' and the Chambers Legal Support Unit's focal point for the budget and administrative matters;
- To act as the Head of/Line Manager of all Chambers Legal Support staff and supervise other staff in the President's Office;
- To advise the Supreme Court Chamber on all aspect of substantive and procedural law with respect to appeal matters and to plan, organize and coordinate all activities within the Supreme Court Chamber;
- To supervise research projects by the Supreme Court Chamber staff and interns;
- 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 of four (4) years at management level.

Specification of Education and Experience

- The above-mentioned University degree must be in a field of Law;

- Minimum of twelve (12) years of progressively responsible professional experience, including five (5) years at the international level;
- Extensive knowledge and practical experience of international law and international diplomacy;
- Intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives;
- Excellent interpersonal and communication skills (spoken, written and presentational), including ability to defend difficult positions;
- Excellent drafting and reporting skills in English;
- Ability to work in a demanding, deadline driven environment and to perform under stress and in difficult circumstances;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.

Desirable

- Knowledge of another official language of the Court would be an asset;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.