

<b>Position:</b> Associate Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 177	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Associate Legal Officer reports to the Head of Detention Management Unit.

**Main Tasks and Responsibilities:**

- To provide legal advice and support to the Head of Judicial Services Division, as needed, and legal advice to the Head of Detention Management Unit (Chief Detention Officer) on all matters related to the proper functioning of the Detention Facility;
- To conduct legal research, particularly on international standards related to deprivation of liberty, including international human rights law, international criminal law and international administrative law;
- To draft instructions, orders and procedures on detention matters;
- To review requests from Detainees and their Counsel, prepare draft memoranda, decisions and other documents for consideration by the Chief Detention Officer, Head of Judicial Services Division and/or Registrar as appropriate;
- To undertake legal analysis of judgments and decisions related to the work of the Detention Management Unit;
- To liaise with relevant partners, in particular with inspection authorities, as appropriate;
- To monitor relevant developments in international law and practices as it relates to the management of the Detention Facility;
- To undertake any other related tasks as requested by the Line Managers.

**Additional Information:**

The post-holder will be primarily based in the Detention Facility of the Kosovo Specialist Chambers. Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

**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.

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law with a specialisation in international, criminal or humanitarian law, human rights, constitutional law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;

- Knowledge and practical experience in applying legal expertise to a diverse range of complex legal issues;
- Excellent problem-solving skills;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting skills and the ability to conduct comprehensive legal research;
- Flexibility, resilience and the 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 working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Progressively responsible legal experience with emphasis on international standards related to detention, international penal law and practice, criminal law or international criminal law;
- 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.