

| | | |
|--|---|--|
| Position: Senior Court Officer | Employment Regime: Seconded/Contracted | Post Category: Management Level ML-1 |
| Ref. number: 183 | Location: The Hague, the Netherlands | Availability: ASAP |
| Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit | Security Clearance Level: EU SECRET or equivalent | Open to Contributing Third States: Yes |

Reporting Line:

The Senior Court Officer reports to the Head of Court Management Unit.

Main Tasks and Responsibilities:

- To deputize for the Head of Court Management Unit, as required;
- To assist and upon direction receive and register all incoming correspondence addressed to the Head of Court Management Unit and prepare responses;
- To monitor all incoming filings and where needed research and draft submissions to be filed before the relevant Specialist Chambers;
- To ensure that all relevant orders and decisions directed to the Court Management Unit are executed;
- To assist the Head of Court Management Unit in the planning and provide the necessary administrative support needed for official approved missions;
- To assist the Head of Court Management Unit in coordination with the Translation Request Management (TRM) to provide advice on the prioritization of translations of filings in to the official languages to be in conformity with the existing policies;
- To develop and implement systems for internal control ensuring compliance with contractual terms and conditions that the Court Management Unit is engaged with;
- To ensure that the contract expenditure is within allocated budget;
- To ensure that all the verification requests approved by Court Officers are timely and accurately implemented;
- To verify and report to the Head of Court Management Unit that the physical repository related actions are in conformity with established practices and policies;
- To verify the accuracy of statistical information, reports prepared by the Court Officers;
- To identify the electronic court management training needs of participants to proceedings;
- To receive, record and file documents submitted to the Registry;
- To make all necessary arrangements for the court proceedings, including the coordination of provision of interpretation and technical services, as required;
- To represent and perform the functions of the Registry in all court proceedings, on behalf of the Registrar or the Deputy Registrar, in the capacity as the Court Officer;
- To handle and process exhibits (in hard copy or electronic format) in accordance with the established rules, practices and procedures;
- 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

AND

- A minimum of ten (10) 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, Court Administration or other related university studies;
- At least seven (7) years of international court management experience as a Court Officer or in courtroom proceedings in criminal cases and at least one (1) year in a legal advisory role related to court operations;
- Proven experience with the management of translations;
- Fully proficient computer skills, including ability to use relevant software applications (Adobe Acrobat Pro, 7zip, Microsoft Office Suite, Legal Workflow, caseMap, iBase, dtSearch, TRM, Zylab, or e-discovery software);
- Excellent legal drafting skills in English;
- Excellent organisational, interpersonal and communication skills;
- Absolute tact and discretion;
- Ability to prioritise and manage a high workload on occasions;
- 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 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

- 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.