

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office Amendment of the 5-2019 Extraordinary Call for Contributions Requirements and Job Descriptions	
Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office
Job Location:	The Hague, the Netherlands
Employment Regime:	As indicated below

Job Titles/Vacancy Notice:	Ref.:	Name of the Position	Availability	
	<u>Seconded/Contracted</u>			
	025	Procurement Officer	ASAP	
	049	Court Officer	ASAP	
	050	Court Clerk	ASAP	
	062	Language/Administrative Assistant	ASAP	
	065-2	Senior Court Interpreter (Albanian)	ASAP	
	066-1 pending	Court Interpreter (Albanian)	ASAP	
	066-2 pending	Court Interpreter (Serbian)	ASAP	
068-1 pending	Translator (Serbian)	ASAP		

	068-2 pending	Translator (Albanian)	ASAP
	069	Reference and Terminology Assistant	ASAP
	075 2 positions	Language/Administrative Assistant	ASAP
	083	Operations Assistant	ASAP
	105	Senior Security Officer	ASAP
	106 10 positions	Security Officer	ASAP
	114 pending	Software System Support	ASAP
	119	Protocol Officer	ASAP
	143	Associate Psychologist/Support Officer	ASAP
	162	Court Records Assistant	ASAP
	164	Deputy Head of Human Resources Unit	ASAP
	165	Language Support Services Coordinator	ASAP
	166	Driver and Logistics Assistant	ASAP
	167 2 positions	Finance and Budget Assistant	ASAP
	507 3 positions	Operational Security Officer	ASAP
	512	Communication and Information Systems (CIS) Officer	ASAP

	516 2 positions	Witness Security Officer	ASAP
	520	Language Services Officer (Team Leader)	ASAP
	521	Reviser (English)	ASAP
	522 (2 positions) pending	Interpreter/Translator (Eng/Alb)	ASAP
	528	Prosecutor	ASAP
	529 2 positions	Associate Prosecutor	ASAP
	530	Associate Legal Officer	ASAP
	552 pending	Associate Disclosure Officer	ASAP
	556	Head of the Operational and Witness Security Unit	ASAP
Deadline for Applications:	24 January 2020 at 17:00 hours (Brussels time)		
E-mail Address to send the Job Application Form to:	<p><u>For seconded candidates:</u></p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) schr@eeas.europa.eu</p> <p><u>For contracted candidates:</u></p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, as indicated in the job descriptions, should use the standard application form (Annex 2). Only one application form with no more than 3 priorities per candidate will be accepted.</p>		

	<p>Contracted candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;">Kosovo Specialist Chambers and Specialist Prosecutor’s Office <u>applications@scp-ks.org</u></p>
Information:	<p style="text-align: center;">For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;">Mr Andre Konze <u>Andre.Konze@eeas.europa.eu</u></p> <p style="text-align: center;">For questions from individual applicants, please contact the Kosovo Specialist Chambers and Specialist Prosecutor’s Office</p> <p style="text-align: center;"><u>recruitment@scp-ks.org</u></p>

Pending - Availability of this position is conditional on an on-going recruitment process.

Seconded Personnel – For seconded positions, only personnel nominations received through the official channels from the EU Member States/Contributing Third States will be considered. The Contributing States will bear all personnel-related costs for the seconded personnel, e.g. salaries, medical coverage, travel expenses to and from The Hague (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from the Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Kosovo Specialist Chambers and Specialist Prosecutor’s Office may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Kosovo Specialist Chambers and Specialist Prosecutor’s Office establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty Period – Subject to the adoption of another Council Decision extending the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor's Office and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be 12 months.

The Civilian Operations Commander requests that the Contributing States propose candidates for the following international staff positions, according to the requirements and profiles described below.

I. GENERAL CONDITIONS

Citizenship – The candidates must have Citizenship of an EU Member State or of a Contributing Third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. They are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office or

respective tasks and activities. They shall carry out their duties and act in the interest of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

Flexibility and Adaptability – The candidates must be able to work with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition, and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Kosovo Specialist Chambers and Specialist Prosecutor's Office, as required by the Registrar and the Specialist Prosecutor.

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency, which may impair operational performance. To ensure duty of care, selected candidates should, in principle, be under the normal age of retirement in Contributing Third States.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

A. Essential Requirements

The following are essential requirements in respect of civilian international experts to the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at the level specified in the individual Job Descriptions.

2. Knowledge

The candidates should have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and Abilities

Language Skills² – Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. Certain positions may require higher language skills further specified in the individual Job Descriptions. In order to provide for national representation at the Kosovo Specialist Chambers and Specialist Prosecutor's Office, certain (ordinarily internal) positions at the Kosovo Specialist Chambers and Specialist Prosecutor's Office may accept proficiency in a language other than the majority language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² [Common European Framework of References for Languages](#)

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Organizational Skills – The candidates must have excellent organizational skills, with the ability to prioritize work to meet deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – The candidates must be in possession of a valid civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Desirable Requirements

Knowledge of the Balkans Area – The candidates should have good knowledge of the history, culture, social and political situation of Balkans, as well as of the police, judiciary and governmental structures.

Language – Some proficiency in Albanian and/or Serbian, depending on the job tasks and responsibilities.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or a Diplomatic Passport should be issued.

Visas – Contributing Third States and selected candidates must ensure that visas are obtained for entry into the Netherlands prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Netherlands.

Education diplomas(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Kosovo Specialist Chambers and Specialist Prosecutor's Office the university diploma or the professional certificate/diploma, depending on the Job Description, before signing the contract or taking up duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective Job Descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Kosovo Specialist Chambers and Specialist Prosecutor's Office upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They must also be vaccinated according to the required immunisations.

Medical Certificate – The selected candidates should undergo a medical examination and be certified medically fit for duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

IV. ADDITIONAL INFORMATION

Gender Balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels/The Hague or by audio/video Skype/phone, before the final selection is made. Evaluation of qualified applicants may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, you may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutor's Office may contact you for clarifications and follow-ups. If seconded candidates are required to travel to Brussels/The Hague for interviews, the Contributing States will bear any related costs.

Information on the Outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Data Protection

The EEAS, and its directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [Privacy statement](#) on meetings and events is available on the EEAS website. For specific information on personal data protection relating to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

Job Descriptions

The current reporting lines of the following Job Descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Position: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. Number: 025	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/Division of Administration/Procurement Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting line:

The Procurement Officer reports to the Head of Procurement Unit.

Main tasks and responsibilities:

- To conduct procurement processes in line with the organisation's rules and regulations;
- To review Terms of Reference, Technical Specifications, scopes of Work and draft tender dossiers for the purpose of eliminating any possible deficiencies in procurement;
- To issue contracts to successful tenderers and coordinate with Contract Managers a proper handover of contract management responsibilities;
- To provide assistance to respective units in the organisation, related to all procurement and contracting matters and procedures;
- To assist and advise the Head of Procurement on all legal issues related to the procurement cycle;
- To contribute to new, or critically review and propose improvements to existing ways of working, Administrative Directives, Standard Operating Procedures and Operational Instructions;
- To regularly update the unit's procurement tracking system;
- To prepare letters and memoranda, maintaining adequate records on procurement issues, and to issue reports on procurement matters;
- To maintain the roster of suppliers and to elaborate supplier selection and evaluation criteria, quality and performance measurement mechanisms;
- 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 seven (7) years of relevant and proven full-time 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, Business or Public Administration, Economics, Finance or other related university studies;
- A minimum of four (4) years of relevant and proven experience in public procurement;
- Knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;

- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

- 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Court Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 049	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 Court Officer reports to the Head of Court Management Unit.

Main Tasks and Responsibilities:

- To be responsible for the daily coordination of the court services in the Specialist Chambers and Registry;
- 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 supervise the work of court support staff, transcript coordinators, etc. ensuring smooth management of the cases before the Specialist Chambers;
- To represent and perform the functions of the Registry in all court proceedings, on behalf of the Registrar or the Deputy Registrar, including opening the hearing and preparing minutes or summaries of proceedings;
- To handle and process exhibits (in hard copy or electronic format) in accordance with the established rules, practices and procedures;
- To answer questions from the Specialist Chambers relating to the Registry matters;
- To provide advice on procedural matters to judges, parties and diplomatic bodies;
- To prepare relevant documents by the Specialist Chambers, if requested;
- To maintain the Court Calendar;
- To assist drafting and reviewing the procedures and guidelines related to courtroom activities;
- To identify training needs for participants to the proceedings;
- 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 seven (7) 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, Social Sciences or other related university studies;
- A minimum of two (2) years of experience in courtroom proceedings and in criminal cases;
- Excellent drafting skills for legal texts, memoranda and any related filings in English;
- Fully proficient computer skills, including ability to use relevant software applications;
- Excellent organizational, interpersonal and communication skills, both written and oral;
- Absolute tact and discretion;

- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

- Experience with criminal cases involving witness protection and other measures to protect confidential evidence or information;
- 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.

Position: Court Clerk	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. Number: 050	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 Court Clerk reports to the Head of Court Management Unit.

Main Tasks and Responsibilities:

- To maintain and publish in an accurate and timely manner the courtroom hearing schedule and inform Parties to the courtroom proceedings of any changes to the schedule;
- To liaise with other units of the Registry with respect to the practical needs of persons expected to be present in the courtroom and the proper functioning of technical equipment in the courtroom;
- To liaise with the Witness Protection and Support Office for escorting of witnesses in and out of the courtroom;
- To assist the Court Officer before, during and after the court hearings with any processes related to evidence and handling of evidence, such as scanning, registration and processing of evidence;
- To assist the Court Officer during the court proceedings, e.g., by making announcements at the commencement, breaks and end of a court session and publishing documents;
- To assist witnesses during court hearings with the use of courtroom equipment, if and when required;
- To assist the Unit in the development of relevant procedures in relation to courtroom activity;
- To facilitate the smooth operation of court hearings in accordance with protocols and procedures of the Court Management Unit;
- To file incoming and outgoing correspondence in accordance with internal protocols and procedures;
- To assist the Court Officer with the registration, editing and indexing of transcripts and audio visual records in an electronic court management system and any other software applications;
- To liaise with other units of the Registry for the registration, receipt and quality control of audio visual records;
- In close coordination with the Court Officer, to maintain the Court Management vaults; and
- To undertake any other related tasks as requested by the Line Manager.

Education and Experience:

- Level of secondary education attested by a diploma.

AND

- After having fulfilled the education requirements, a minimum of five (5) years years of relevant professional experience.

Specification of Education and Experience

- A minimum of three (3) years of relevant experience working within an international criminal or hybrid court, international organization in the criminal justice field or in a national jurisdiction;
- Proven experience in meta data entry and maintaining databases;
- Understanding of and/or experience in one or more of the following processes: evidence management, chain of custody of records, courtroom procedures, preservation of records;
- Excellent communication skills in English, both written and oral;

- Ability to work accurately and precisely;
- Ability to prioritize and manage workload under pressure;
- Absolute tact and discretion;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Working knowledge of Albanian and/or Serbian;
- Experience in providing support to judges, witnesses and parties in a courtroom setting;
- Excellent computer skills, proficiency in text editing;
- 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.

Position: Language/Administrative Assistant (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 062	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language/Administrative Assistant reports to the Head of the Victims' Participation Office.

Main Tasks and Responsibilities:

- To manage, monitor and maintain records within the victims' application database and prepare statistical data as required;
- To translate victims' application forms and any accompanying documents into English;
- To check the application forms for completeness;
- To analyse the victims' application forms under the supervision of the Associate Legal Officer;
- To provide draft translation of documents into English;
- To provide consecutive interpretation in all communications with victims and any other stakeholders, as required;
- To maintain direct contact with victims and victim's applicants, as required;
- 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 one (1) year of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Fluency in verbal and written English;
- Good command of Albanian, both verbal and written;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint; Access and Databases);
- Excellent interpersonal and communication skills in English, both verbal and written;
- Willingness to travel to Kosovo, Serbia and other places, as required;
- Good analytical and problem-solving skills;
- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Experience in a similar position in an international, national or a hybrid court system;
- Experience working with possibly traumatized and vulnerable victims of serious and/or international crimes;
- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian);
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Senior Court Interpreter (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 065-2	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into English and Albanian, at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
- To keep abreast of the Kosovo Specialist Chambers' case law, developments in the field of international criminal law and international humanitarian law;
- To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
- To act as interpretation team leader, when necessary;
- To instruct and advise junior or freelance interpreters;
- To assist in planning, development and implementation of training programmes;
- To assist with programming of assignments, as necessary;
- To assist with reviewing transcripts of interpretation and preparing corrections in the event of substantive errors;
- To assist in quality control of interpretation provided by staff and freelance interpreters;
- To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
- To strive for consistency with reference texts and with the output of staff translators;
- To translate using the in-house computer-assisted translation and terminology software;
- To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
- To identify new terminological material;
- 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: Modern Languages, Interpretation or other related university studies;

- A minimum of seven (7) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native command of Albanian and excellent knowledge of English is required;
- Excellent organizational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

- Applicants may be required to sit a competitive interpretation and translation test.

Position: Court Interpreter (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 066-1	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into Albanian and English, at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
- To keep abreast of the Kosovo Specialist Chambers' case law, developments in the field of international criminal law and international humanitarian law;
- To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
- To act as interpretation team leader when necessary;
- To assist with orientation of new staff or freelance interpreters;
- To assist with programming of assignments, as necessary;
- To assist with reviewing transcripts of interpretation, and preparing corrections in the event of substantive errors;
- To assist in quality control of interpretation provided by junior interpreters;
- To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
- To strive for consistency with reference texts and with the output of staff translators;
- To translate using the in-house computer-assisted translation and terminology software;
- To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
- To identify new terminological material for consideration of senior staff members;
- 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 seven (7) 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: Modern Languages, Interpretation or other related university studies;

- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Albanian is required;
- Excellent organizational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

- Applicants may be required to sit a competitive interpretation and translation.

Position: Court Interpreter (Serbian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 066-2	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Court Interpreter (Serbian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into Serbian and English, at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
- To keep abreast of the Kosovo Specialist Chambers' case law, developments in the field of international criminal law and international humanitarian law;
- To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
- To act as interpretation team leader when necessary;
- To assist with orientation of new staff or freelance interpreters;
- To assist with programming of assignments, as necessary;
- To assist with reviewing transcripts of interpretation, and preparing corrections in the event of substantive errors;
- To assist in quality control of interpretation provided by junior interpreters;
- To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
- To strive for consistency with reference texts and with the output of staff translators;
- To translate using the in-house computer-assisted translation and terminology software;
- To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
- To identify new terminological material for consideration of senior staff members;
- 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 seven (7) 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: Modern Languages, Interpretation or other related university studies;

- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Serbian is required;
- Excellent organizational, interpersonal and communication skills, both written and verbal;
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

- Applicants may be required to sit a competitive interpretation and translation.

Position: Translator (Serbian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 068-1	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Translator (Serbian) reports to the Head of Language Services Unit (LSU) or other senior LSU staff as designated by the Head of Language Services Unit.

Main Tasks and Responsibilities:

- To translate, subject to revision, a variety of mostly legal texts from English into Serbian;
- To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
- To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
- The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a Reviser;
- To translate using the in-house computer-assisted translation and terminology software;
- To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
- To identify new terminological material for the consideration of Revisers and other senior colleagues;
- 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 seven (7) 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: Modern Languages, Translation or other related university studies;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native command of Serbian and excellent knowledge of English is required;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritize and manage a high workload while complying with deadlines;

- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian);
- 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.

Position: Translator (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 068-2	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Translator (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To translate, subject to revision, a variety of mostly legal texts from English into Albanian;
- To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
- To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
- The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a reviser;
- To translate using the in-house computer-assisted translation and terminology software;
- To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
- To identify new terminological material for the consideration of revisers and other senior colleagues;
- 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 seven (7) 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: Modern Languages, Translation or other related university studies;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native command of Albanian and excellent knowledge of English is required;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills, acute sensitivity to nuance and attention to detail;
- Ability to prioritize and manage a high workload while complying with deadlines;

- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Additional information

- Applicants may be required to sit a competitive translation test.

Position: Reference and Terminology Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 069	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Reference and Terminology Assistant reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To provide staff and freelance linguists with timely and complete reference material for their assignments;
- To contribute and assist in maintaining and optimizing the Unit's electronic translation memory, terminology database and document management system;
- To carry out documentary and linguistic research and identify relevant background material and appropriate terminology;
- To feed terminological entries and texts into the terminology and document databases;
- To produce glossaries;
- To assist with ad hoc terminological research and reference queries;
- To undertake the alignment of multilingual versions of documents;
- To participate in testing and installation of computer-assisted terminology software and related tools;
- 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

- A minimum of five (5) years of relevant experience in the field of terminology and reference in an international organization, preferably in a judicial or legal environment;
- Proficiency in using information technology, e.g. search engines, document and terminology management databases, MS Office applications;
- Excellent knowledge of English and Albanian or Serbian is required;
- Excellent interpersonal and communication skills;
- Ability to perform relevant terminological and documentary research and to update a terminology bank meticulously, to create glossaries and retrieve material rapidly;
- Ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to act with utmost discretion and maintain confidentiality;
- 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 of different national and/or cultural backgrounds with respect for diversity.

Desirable

- 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.

Additional information

- Applicants may be required to sit a technical test.

Position: Language/Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 075	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language/Administrative Assistant reports to the Deputy Head of Detention Management Unit.

Main Tasks and Responsibilities:

- To provide consecutive interpretation services to the Detention Management Unit (DMU);
- To assist monitoring compliance with the Rules of Detention and to report any irregularities to the Head of Detention Management Unit;
- To translate all documents for the DMU officials or other members of the Specialist Chambers and Registry;
- To summarize all incoming and outgoing mail and inform the Head of Unit of any possible deviations from the regulations. To monitor visits, as and when requested by the Head of Unit, and alert the Head of Unit of any irregularity;
- To select relevant gathered information from interactions and to report to the Head of Unit on a regular basis;
- To create a filing system with separate files for each detainee containing information gathered;
- To assist in preparing confidential and public correspondence and reports for the Detention Management;
- To distribute reviews and to evaluate statistical performance data, including material for annual reports, budgetary questions, performance evaluations, etc.;
- To contribute to the review, interpretation and evaluation of administrative procedures, protocols and rules;
- To advise on and prepare new guidelines, to design new and amend the present administrative systems;
- To maintain active and archival records filing systems in accordance with the requirements of the Specialist Chambers and Registry;
- 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) year of relevant professional experience, after having fulfilled the education requirements, after having fulfilled the education requirements.

Specification of Education and Experience

- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access); proficiency in text editing and lay-outing;
- Fluency in oral and written English and Albanian;
- Excellent interpersonal and communication skills in English, both written and oral;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;

- Ability to prioritize and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Knowledge of detention policies, procedures and practices;
- Previous experience in working in an international organization or hybrid court;
- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian), both verbal and written.
- Knowledge and/or experience in Public Administration as an administrative assistant/secretary;
- 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.

Position: Operations Assistant (Operations)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. Number: 083	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Witness Protection and Support Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Operations Assistant reports to the Associate Operations Officer.

Main Tasks and Responsibilities:

- To assist the Associate Operations Officer by ensuring that the efficient logistical and operational arrangements are in place for witnesses required to travel to The Netherlands;
- To provide services to the Protection Unit, when required, and to witnesses in the Witness Protection Program (WPP), when necessary;
- To provide translation services and support to victims and witnesses;
- To provide all logistical and operational assistance, including driving duties;
- To escort the victims and witnesses in the area of operations and during international travel;
- To manage the financial administration process of the victims and witnesses according to the EU and/or Witness Protection and Support Office (WPSO) guidelines;
- To monitor the psycho-social wellbeing and stress level of the victims and witnesses and if necessary to brief the Support Officer;
- To inform the victims and witnesses about the court room procedures and their rights and obligations in those proceedings;
- To provide assistance and support to the victims and witnesses prior, during and after the court proceedings;
- To liaise with the WPSO staff to plan, co-ordinate, forecast and disseminate victims and witnesses' information regarding the court appearances;
- To update all WPSO staff related to the day's activities and itinerary;
- To ensure timely and correct data entry and maintenance of WPSO database;
- To maintain at all times strict confidentiality about any matters related to the victims and witnesses;
- To undertake any other tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma;

AND

- After having fulfilled the education requirement, a minimum of eight (8) years of relevant professional experience.

Specification of Education and Experience

- Minimum category B driving license;
- Proven ability to work under highly demanding and stressful conditions, using time effectively and efficiently, and to prioritize and manage a high workload on occasions;
- Experience in working with the logistical arrangements, translation and support to sensitive and/or traumatized witness in a witness (protection) unit or in a national or international organization or a hybrid court;

- Knowledge of the one of the official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office: in particular Albanian.
- Very good interpersonal and communication skills, both written and oral;
- Computer skills in MS Office applications (Excel, Word, PowerPoint, Access) and proven experience in input of data and maintenance of database in a court support environment;
- 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 of different national and/or cultural backgrounds.

Desirable

- Work experience in a conflict or post conflict context;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Senior Security Officer	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 105	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Senior Security Officer reports to the Security Supervisor.

Main Tasks and Responsibilities:

- To provide operational leadership and guidance to Security Officers in the absence of the Security Supervisor;
- To ensure the delivery of operational court and building security services to meet organisational security requirements at the premises of the Specialist Chambers and Prosecutor's Office within a 24-hour shift system;
- To control access and egress to the premises of the Specialist Chambers and Specialist Prosecutor's Office in accordance with applicable institutional policies and procedures;
- To ensure the security screening of all incoming staff, visitors and deliveries through the use of technical equipment such as x-ray machine and metal detectors;
- To ensure the safety and security of all staff, visitors, and others whilst on the premises of the Specialist Chambers and Prosecutor's Office;
- To ensure the safe custody of detained persons appearing before the Specialist Chambers through the active participation in, and oversight of, detainee escort tasks;
- To provide the first line response to security related incidents within the premises of the Specialist Chambers and Prosecutor's Office and to submit detailed incident reports where necessary;
- To operate the Security Control Room inclusive of technical systems such as CCTV, Intrusion detection, Fire Alarm and communications systems;
- To attend and successfully complete all applicable mandatory training requirements;
- 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 one (1) year of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Experience in handling of detained persons;
- Experience in provision of physical security, security screening and/or access control services;
- Successful completion of a recognised firearm certification program within a national (i.e. Police, Military or Governmental) or international entity and prior experience in performing of armed security related tasks;
- 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 of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Professional experience in a leadership/supervisory function within a Police, Military, Judicial or International security environment;
- Relevant experience preferably within an international, hybrid or national criminal court;
- Experience in use of technical security equipment (screening and/or control room infrastructure);
- First Aid and/or Fire and Safety certification;
- Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, etc.

Position: Security Officer	Employment Regime: Seconded/Contracted	Post Category: Secretary Level S-2
Ref. number: 106	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Security Officer reports to the Security Supervisor.

Main Tasks and Responsibilities:

- To ensure the delivery of operational court and building security services to meet organizational security requirements at the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office within a 24-hour shift system;
- To control access and egress to the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in accordance with applicable institutional policies and procedures;
- To ensure the security screening of all incoming staff, visitors and deliveries through the use of technical equipment, such as x-ray machine and metal detectors;
- To ensure the safety and security of all staff, visitors and others whilst on the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To ensure the safe custody of detained persons appearing before the Specialist Chambers;
- To provide the first line response to security related incidents within the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, and to submit detailed incident reports, where necessary;
- To operate the Security Control Room, when required, inclusive of technical systems such as CCTV, Intrusion detection, Fire Alarm and communications systems;
- To attend and successfully complete all applicable mandatory training requirements;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a certificate.

AND

- A minimum of eight (8) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Professional experience in Police, Military, Judicial or International Security environment;
- Experience in handling of detained persons;
- Experience in provision of physical security and/or access control services;
- Successful completion of a recognized firearm certification program within a national (i.e. Police, Military or Governmental) or International entity and prior experience in performing of armed security related tasks;
- Good 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 and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Valid European driving license (minimum category B).

Desirable

- Relevant experience preferably within an international, hybrid or national criminal court;
- Experience in the use of technical security equipment (screening and/or control room infrastructure);
- First Aid and/or Fire and Safety certification;
- Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, etc.

Position: Software System Support	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 114	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Software System Support reports to the Software Manager.

Main Tasks and Responsibilities:

- To assist in the implementation, configuration and maintenance of enterprise applications;
- To ensure the health and proper functioning of enterprise applications;
- To administer users, privileges and application settings;
- To conduct deployments, migrations and conversions;
- To support MS SQL databases;
- To maintain/enhance custom SharePoint and ASP.net solutions, including functional augmentation of existing applications;
- To assist in project documentation;
- To be responsible for identifying and highlighting problems arising from recurring, systematic or procedural defects in software, and subsequently initiating action to resolve them;
- To assist in all phases software specification, procurement, implementation and operation by providing guidance from a development support perspective;
- 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 eight (8) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- A minimum of five (5) years of experience in software development and support, with training in software development;
- Experience in SharePoint, SQL databases, C++ or C# and ASP.net;
- Effective time management skills, including ability to prioritize 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 and constructive working relationships with people from different national and/or cultural backgrounds.

Desirable

- Certifications in software development related skills such as Java, C++, C#, XML, HTML, CSS, SQL, object orientated programming, business process modeling;
- DevOps experience;

- International work experience, preferably in a legal environment or a court system;
- Knowledge of the functioning of the EU and in particular CSDP missions.

Position: Protocol Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 119	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Protocol Officer reports to the Special Assistant to the Registrar/Deputy Registrar.

Main Tasks and Responsibilities:

- To provide protocol and liaison services to the Senior Management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office and to liaise with the Host State Authorities in this regard;
- To prepare, coordinate and carry out visits, events, meetings and ceremonies for the Principals;
- To plan and organise official visits to the Kosovo Specialist Chambers and Specialist Prosecutor's Office by high level dignitaries;
- To manage the administration related to privileges and immunities under the Host State Agreement
- To make recommendations, provide advice and ensure compliance with the International Protocol Standards and relations with the Host State, including matters relating to diplomatic immunities and privileges of the staff members of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To take overall responsibility for protocol matters;
- To participate in meetings, conferences and other events to ensure proper management of protocol matters;
- 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 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: Political Science, International Relations, Public Administration or other related university studies;
- Knowledge of protocol in a governmental or international organizations, including knowledge of working with the Host Governments;
- Tact, discretion and respect for confidentiality;
- Flexibility, responsibility and problem-solving skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Proven ability to plan and organise international meetings with participants from Governments, International Institutions and inter/non-Governmental organisations;
- Demonstrable ability to work independently and productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

- Proven ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds;
- Demonstrable ability to further develop working processes and draft internal documents;

Desirable

- Knowledge of Dutch language;
- 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.

Position: Associate Psychologist/Support Officer (Support Unit)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 143	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/Witness Protection and Support Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Psychologist/Support Officer (Support Unit) reports to the Psychologist/Support Officer (Support Unit).

Main Tasks and Responsibilities:

- To provide psychosocial support and other necessary assistance to facilitate the testimony of victims and witnesses maintaining strict confidentiality; who either travel to the seat of the Chambers or via video-link;
- To assist victims and witnesses by assessing their needs prior to travelling to The Hague and when necessary making such arrangements for their wellbeing during the time of their stay; To inform the Psychologist/Support Officer of any psychological or other support needs of traumatized and vulnerable witnesses and victims;
- To conduct psychological assessments and other reports under the supervision of the Psychologist/Support Officer;
- To assist the Psychologist/Support Officer in monitoring the psychological well-being of victims and witnesses, monitor court hearings, provide in-court-assistance, if requested, and post-testimony meetings to witnesses
- To assist the Psychologist/Support Officer in any other tasks related for providing psychological and other support services to victims and witnesses appearing before the Chambers;
- To assist the Psychologist/Support Officer in making recommendations to the Judges, other entities at the Specialist Chambers and the Witness Protection Program;
- To provide psychosocial support to relocated and temporarily relocated witnesses by taking appropriate actions and liaising with other actors for necessary medical, psychological or psychiatric referrals;
- To be able to travel on extensive missions at short notice and of varying length of time and to carry out specific tasks during missions, in particular to assist in facilitating any necessary referrals;
- To provide regular updates on any activities, as needed, and to maintain detailed records on individual cases of victims and witnesses, their needs and the assistance required and provided to them;
- 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 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 the following field of expertise: Psychology (e.g. clinical, forensic or related psychology);
- A minimum of (4 years) of experience in dealing with and providing support to vulnerable and/or traumatized victims and witnesses in a national or international organization or other related area of work, including experience in psychological assessments and providing psychological support and counselling post conflict trauma;
- Proven ability to assess psychological distress, make appropriate referrals and work with clients from a wide range of ethnic and cultural backgrounds;
- Willingness to work beyond the regular working hours;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to maintain effective, constructive working relationships with people from different national and cultural backgrounds.

Desirable

- Previous experience working in an international organisation or a hybrid court system;
- Knowledge of Albanian, Bosnian, Croatian and/or Serbian language;
- 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.

Position: Court Records Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 162	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 Records Assistant reports to the Head of Court Management Unit.

Main Tasks and Responsibilities:

- To receive, process, and disseminate court records, including physical records;
- To ensure the availability and integrity of the court records in accordance with the established rules, practices and procedures;
- To request and process translations of court records in accordance with the established policy and procedures;
- In consultation with the Court Officer, to maintain the organization of the files of judicial proceedings, as assigned to them;
- To manage the metadata and records in the electronic court management system in accordance with the established procedures;
- To support the Record Keeper with translation requests management duties;
- In consultation with the Court Officer, coordinate with and respond to queries of Chambers, parties and/or other Registry sections for information in relation to the processing of court records and where applicable translation requests;
- To keep abreast of new or amended relevant rules and regulations;
- 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

- Minimum two (2) years of experience working in a similar position in an international organization or international court or hybrid or national court;
- Knowledge of policies, procedures and practices related to the management of judicial records and/or translation request management;
- Excellent communication skills in English, both written and oral;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint) and Adobe or similar software.
- Ability to prioritize and manage a high workload on occasions;
- Absolute tact and discretion;
- Ability to work efficiently and independently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the Albanian and/or Serbian language is an asset.

Position: Deputy Head of Human Resources Unit	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 164	Location: The Hague, the Netherlands	Availability:
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Head of Human Resources Unit reports to the Head of Human Resources Unit.

Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of Unit, as required;
- Under guidance of the Head of Unit, to draft regulations, administrative instructions and policies or guidance that are necessary for the HR function taking into account best practices, the EU legislation and internal rules and procedures;
- Provide expert advice and guidance to all staff including line managers in the implementation of the required policies,
- Act as an advocate during consultations and negotiations with line managers, preparing position papers, attending meetings and delivering presentations to clarify issues;
- To advise and provide support in the HR management of the Specialist Chambers and Specialist Prosecutor's Office, namely in planning, development and management of the Recruitment, Staff Administration, Learning and Development and Performance Management as well as Staff Welfare matters. Serve as the first focal point on complex HR matters, identifying proposed course of action, compromise approaches and/or issues that require policy changes to improve productivity and efficiency of the HR activities;
- To ensure consistency, fairness and transparency of HR decisions in accordance with the Specialist Chambers and Specialist Prosecutor's Office's rules and regulations, Standard Operating Procedures (SOP) and HR policies;
- To assist the Head of Unit with a variety of special assignments requiring research, data analysis and reporting; To advise and support the Head of Unit in managing and overseeing the work of the staff in the Unit taking into consideration organizational priorities;
- Under the guidance of the Head of Unit, to carry out administrative/financial tasks necessary for the functioning of the Unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget performance and performance indicators;
- To contribute to the development of and implementation of the new ERP and other required HR systems as may be required
- To advise and support in coordinating external and internal audits;
- To liaise and cooperate on HR issues with the relevant internal and external actors, as necessary;
- 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 educational requirements, out of which a minimum of three (3) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Business or Public Administration, Human Resources Management or other related university studies;
- A minimum of three (3) years of management experience in HR-related matters;
- Demonstrable experience in drafting of the HR-related policies in a concise, understandable way and implementation of HR-related policies;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment.

Desirable

- Prior work experience in an EU institution, CSDP Mission or an international organization or hybrid criminal court;
- Knowledge of the EU rules and regulations, HR policies, procedures and practices;
- Knowledge of financial transactions and general procedures;
- Knowledge of ERP system and its implementation;
- Good understanding of the political, cultural and security situation of the Balkans, in particular, of Kosovo.

Position: Language Support Services Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 165	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language Support Services Coordinator reports to the Head of Language Services Unit.

Main Tasks and Responsibilities:

- To provide specialised operational support for the daily functioning of the Language Services Unit (LSU) and ensure an orderly processing of all language service requests, from receipt of the request to delivery of the final product;
- To develop and improve processes and systems related to the document management and automated workflow within LSU, to incorporate these processes and systems into the linguists' workflow in order to enhance the efficiency and timeliness of output; to make recommendations to the Head of LSU on operational matters;
- To select, deploy and manage the operation of language technology tools and databases in the field of workflow, translation memories and machine translation, terminology and reference documentation, to monitor best practices and new developments in the language technology area, to proactively liaise with language support counterparts in other organisations and recommend new tools to ensure maximum efficiency and cost effectiveness throughout the Kosovo Specialist Chambers;
- To supervise and manage performance of other Language Support Services staff, as delegated by the Head of LSU;
- To plan and coordinate the work of in-house and external translation providers, to determine priorities in language support services and assign translation and revision work to in-house staff and external contractors ensuring the most efficient use of LSU resources while meeting the requirements of judicial proceedings, to coordinate work of translation teams working on large volume material ensuring timely delivery of integral product;
- To act as a focal point with manufacturers and assist the staff of the Information Technology Services Unit (ITSU) in testing, upgrading and troubleshooting language technology applications; in coordination with ITSU, to ensure that the support infrastructure, hardware and software, is adequately maintained to meet the needs of LSU staff and clients;
- To support LSU staff and clients in the use of the language technology tools, to develop manuals for the users of the Kosovo Specialist Chambers and provide relevant training;
- To work closely with ITSU and the Court Management Unit on technical issues and provide necessary input for developing integrated tools and processes;
- 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 seven (7) years of relevant and 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: Languages, Translation and Terminology Management, Process Automation, Business or Industrial Management or other related university studies;
- Perfect command of English and of at least one more official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian or Serbian);
- Excellent organizational, interpersonal and communication skills;
- Ability to work effectively, remain calm and deliver work under stressful conditions;
- Ability to prioritize and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Knowledge of the third official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian or Serbian);
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

Position: Driver and Logistics Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. Number: 166	Location: The Hague, The Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Driver and Logistics Assistant reports to the Deputy Head of Facility Management and General Services Unit.

Main Tasks and Responsibilities:

- To perform safe and efficient vehicular transportation of the Principals and designated personnel of the Kosovo Specialist Chambers (KSC), as required;
- To deliver and receive official documents, mail and parcels to and from designated recipients;
- To assist in the management of the Framework Contract(s) for vehicle maintenance and vehicle insurance and ensure that the KSC vehicles are in an appropriate state of operational readiness;
- To monitor the implementation of the FORAX vehicle fuel service contract.
- To monitor the KSC vehicle fleet booking system and manage vehicle fleet resources accordingly;
- To perform concierge tasks within the KSC premises and escort contractors as required;
- To support on logistics aspects linked to the Unit's building maintenance function as required;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Level of secondary education attested by a diploma.

AND

- A minimum of one (1) year of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Valid driving license of at least category B for motor vehicles and proven safe driving record;
- relevant work experience
- Willingness and preparedness to work irregular hours and/or at weekends;
- Good communication skills in English and Dutch, both written and oral;
- Tact, discretion and diplomacy;
- Courteous and professional demeanor;
- Sound mind, judgment and ability to respond appropriately in critical/emergency situations;
- Ability to use MS Office software;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds;

Desirable

- Extensive training in transport and logistics related disciplines;
- Prior relevant work experience in an international organization, diplomatic mission or a hybrid court;
- First Aid certification

Position: Finance and Budget Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 167	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Finance and Budget Assistant reports to the Head of Finance and Budget Unit.

Main Tasks and Responsibilities:

- To assist the Finance and Budget Officers in the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in line with the relevant internal and EU rules, legal instruments, planning documents and instructions;
- To assist the Finance and Budget Officers with identifying needs for goods and/or services specifically required, technically defining the appropriate requirements to cover these needs and participating, as appropriate, in the correspondent processes to procure these goods and services;
- To assist with the internal process of validation and approval of financial commitments including availability of funds, procurement thresholds and the correct classification to budget lines;
- To assist in analysing budget data, finalising cost estimates, monitoring expenditures, and coordinating reallocation of expenditures into other budget lines, if necessary and forecasting
- To assist with the implementation of payments (including payroll), collection of revenue and recovery of the amounts established as being receivable;
- To assist in the management and safekeeping of petty cash and other means of payment;
- To assist in preparing, presenting and maintaining the accounts including establishing the accounting rules, methods and the chart of accounts;
- To assist in the reconciliation of Fixed Assets, in coordination with the Office of the Head of Division of Administration;
- To assist in managing, coordinating and preparing for internal and external audits;
- To assist in liaising and cooperating on financial and budgetary issues with the relevant internal and external actors, including drafting routine correspondence;
- To assist in ensuring the data integrity, accuracy and timely submission of internal and external budgetary and financial reports;
- To produce, gather, maintain and keep up-to-date files, documents, reports and guidelines, as well as to scan, archive them and ensure their safekeeping;
- To assist with a variety of assignments requiring extensive research and data analysis, as well as to provide support to other staff of the Finance and Budget Unit on budgetary accounting and treasury matters, payments and travel entitlements, when necessary;
- To assist in developing and implementing essential policies, tools and internal controls for financial, reporting and budgeting processes;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- Level of secondary education attested by a diploma
- AND
- A minimum of eight (8) years of relevant professional experience after having fulfilled the education requirement.

Specification of Education and Experience

- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, etc.);
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- 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 of different national and/or cultural backgrounds.

Desirable

- Relevant work experience in an EU institution, CSDP Mission, international organisation or hybrid criminal court;
- Qualification in at least one of the following fields of expertise: Economics, Finance, Accounting, Budgeting or related;
- Knowledge of EU financial rules and regulations;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Operational Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 507	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Operational and Witness Security Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Operational Security Officer reports to the Head of the Operational and Witness Security Unit. .

Main Tasks and Responsibilities:

- To provide personal security advice and support to the staff of the Specialist Prosecutor's Office (SPO) involved in investigative missions and other special operations;
- To work jointly with other security elements of the SPO whilst deployed in the field in order to ensure a harmonised approach to risk mitigation and thereby ensure the security of the SPO staff, as well as interlocutors and witnesses;
- To provide security support and services within the SPO offices and, in coordination with Registry Security Staff, within the area of the Kosovo Specialist Chambers and Specialist Prosecutor's Office for SPO staff and visitors;
- To ensure the compliance of the SPO staff with the applicable security policies and procedures;
- To gather, analyse and assess information that may affect the safety and security of the SPO staff;
- To ensure timely and accurate security reporting to the Head of the Operational and Witness Security Unit;
- To carry out threat/risk assessment in order to ensure appropriate security measures are put in place, in a timely and effective manner;
- To conduct regular meetings with the SPO staff members in relation to possible threats and risks;
- To oversee use, handling and storage of secure communication equipment and EU or other classified information;
- To closely liaise with designated security information focal points (Diplomatic/Police/Military) in the place of deployment;
- To conduct security training for the SPO staff concerning residential, office, travel security and awareness, as well as identifying training needs in other areas;
- To assist the Communication and Information Systems Officers with implementation and maintenance of communication and information security practices and physical architecture within the SPO;
- To produce security related travel advisories, when required;
- To act as police;
- 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank.

AND

- A minimum of seven (7) 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: Police, Military, Security or Social Sciences or other related university studies;
- Ability to analyse information;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- Demonstrated sound judgement;
- Willingness/preparedness to undertake extensive duty traveling on short notice;
- Excellent interpersonal and 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 build trust and establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;

Desirable

- Driving license of Category C;
- Qualification in analytical processing and development of threat and risk assessments;
- Successful completion of the EEAS Mission Security Officers (MSO) Certification Course;
- International experience in ESDP/CSDP or multinational or international organizations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

Position: Communication and Information Systems (CIS) Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 512	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Administrative Operations Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Communications and Information Systems (CIS) Officer reports to the Deputy Specialist Prosecutor through the Senior Communication and Information Systems (CIS) Officer.

Main Tasks and Responsibilities:

- To support the sensitive and open operations and activities of the SPO by delivering appropriate CIS services;
- To ensure that SPO data and CIS services are fulfilling Information Assurance principles (confidentiality, integrity, availability, non-repudiation and authenticity) through measures, including:
 - ensuring the servicing and maintenance of CIS equipment and software,
 - hardening (securing) of systems,
 - complying with relevant protocols and regulations;
- To provide CIS support and training to SPO staff members;
- To draft reports, operating instructions, guidelines and procedures within the CIS field;
- 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 seven (7) years of relevant professional experience, after having fulfilled the education requirements.

OR

- A minimum of ten (10) years of relevant professional experience might be considered in lieu of the above-mentioned required education requirements.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Information Technology or other related university studies;
- Relevant up-to-date experience in the management of Microsoft Enterprise Environment;
- Relevant experience and knowledge of networking and communications equipment;
- Knowledge and/or experience in developing internal IT management and communication systems, processes and policies;
- Very good team working skills;
- Demonstrated ability to build trust and working with people from different national and/or cultural backgrounds;
- Tact, accuracy and discretion in handling sensitive and confidential information;

Desirable

- Experience managing IT operations in a highly secure setting;
- Knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- Experience managing CIS operations in a highly secure setting;
- Experience managing CIS systems in judicial settings;
- Experience managing ZyLAB systems, Casemap, dtSearch, Hyper-V;
- Substantial knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

Position: Witness Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 516	Location: The Hague, the Netherlands	Availability:
Component/Department/Unit: Specialist Prosecutor's Office/ Operational and Witness Security Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Witness Security Officer reports to the Head of the Operational and Witness Security Unit.

Main Tasks and Responsibilities:

- To implement necessary and adequate protection measures for potential witnesses and other entitled persons in the care of the Specialist Prosecutor's Office (SPO);
- To implement and ensure compliance with SPO policies, protocols and Standard Operation Procedures (SOPs) in conformity with EU policies and international standards of best practice;
- As requested by the Head of the Operational and Witness Security Unit, to liaise with the Registry's Witness Protection and Support Office;
- In accordance with SOPs, to ensure necessary coordination at tactical level with other relevant authorities;
- To implement operational plans for the provision of witness security and other associated witness security duties as required;
- To assist and provide subject matter expertise on SPO mission specific risk assessments and risk management plans;
- To advise on and conduct initial assessments of witnesses and other persons for protection purposes;
- To carry out risk and threat assessments on witnesses and related persons who may be under threat and complete reports suitable for submission in criminal proceedings;
- As directed by the Head of the Operational and Witness Security Unit, to work with the Security Team regarding threat/risk assessments as well as conduct operations in order to ensure a harmonised approach to risk mitigation for the security of SPO staff, witnesses, assets and information;
- To act as police;
- 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank.

AND

- A minimum of seven (7) 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, Police, Military or Security Science or other related university studies;
- Experience in tactical response to incidents;
- Demonstrable knowledge of operational security and sound judgement;

- Thorough knowledge of modern office procedures and equipment, the use of secure communications devices and software, and simple maintenance of all issued electronic equipment;
- Willingness/preparedness to undertake extensive duty traveling on short notice;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Excellent interpersonal and 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 build trust and establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use, if contracted.

Desirable

- Experience in the provision of witness protection at an international level in war crimes/organised crime/terrorism cases;
- Demonstrable knowledge of witness protection programs;
- Demonstrable experience of issues related to the victims of serious criminal offences;
- Ability to analyse, select, check and integrate diverse information from varied sources;
- Ability to operate with strong respect for diversity;
- Trained in firearms;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the Albanian and/or Serbian language.

Position: Language Services Officer (Team Leader)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 520	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language Services Officer (Team Leader) reports to the Deputy Specialist Prosecutor through the Senior Legal Advisor.

Main Tasks and Responsibilities:

- To provide supervision and management of the staff of the Specialist Prosecutor's Office (SPO) Language Support Team, in providing high quality interpretation/translation and language assistance to the SPO operational staff in fulfilment of the SPO mandate;
- In consultation with the Trial Teams and Legal Advisory Team, to prioritise and assign tasks to the SPO language staff or external agencies/consultants, as appropriate, acting as a Task Manager for all the external language support;
- To implement document and task tracking protocols to deliver translations to the requested level of revision on time and to the required international criminal justice standards;
- To carry out document revision into the mother tongue and to undertake specific translation or interpretation assignments, as needed;
- To implement, maintain and ensure compliance with the translation protocols and procedures adopted by the SPO and the Specialist Chambers and Registry (SCR);
- To coordinate closely with the SCR Language Services Unit on behalf of the SPO;
- To assist in the procurement and contract management of consultants, agencies or institutions providing external language support;
- To ensure continuous translation and interpretation support in the SPO operations and field missions;
- 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, out of which a minimum three (3) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Translation, Terminology, Social Sciences or other related university studies;
- A minimum of ten (10) years of experience as an Interpreter/Translator or Reviser, of which at least three (3) years in an international criminal or hybrid tribunal or international organisation missions;
- Proven progressive experience in supervising and managing teams providing language services;
- Experience in managing contracts for the provision of language support services;
- Knowledge of legal terminology, including criminal and/or civil law;
- Professional proficiency in English, Albanian and/or Serbian;

- Demonstrated sound judgement;
- 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 of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Accredited Translator/Interpreter;
- Experience in the use of the Albanian and/or Serbian languages in Albanian or Serbian speaking areas;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Albania and Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Reviser (English)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 521	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Reviser reports to the Senior Legal Advisor through the Language Services Officer (Team Leader).

Main Tasks and Responsibilities:

- To provide accurate, timely and stylistically appropriate revisions, proof readings and translations in English of texts written in Serbian and/or Albanian;
- To strive for consistency with reference texts and in translations;
- To translate and self-revise directly onto a computer and/or revise all types of text, especially sensitive and complex texts in the field of law, providing the final translation within the required time-limits;
- To serve as the Unit's Focal Point for terminology and machine translation;
- To carry out the requisite research, drawing on reference and terminology material and background information, as required;
- 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 seven (7) 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: Social Sciences or other related university studies;
- A minimum of seven (7) years of experience as an Interpreter/Translator or Reviser of which at least three (3) years in an international criminal or hybrid tribunal or international organisation;
- Knowledge of legal terminology, including criminal and/or civil law;
- Demonstrated ability to build trust and working with people from different national and/or cultural backgrounds;
- Very good judgement skills especially when supporting the SPO staff in the field;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Excellent communication skills and professional proficiency in English, Albanian and/or Serbian;
- Ability to work productively in 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 of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Accredited Translator/Interpreter;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisation.

Position: Interpreter/Translator (English/Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 522	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Interpreter/Translator (English/Albanian) reports to the Senior Legal Advisor through the Language Services Officer (Team Leader).

Main Tasks and Responsibilities:

- To provide high quality translation from Albanian into English, and vice versa, of documents and written materials in all stages of the investigations and of the proceedings;
- To serve as official verbatim interpreter for the Specialist Prosecutor's Office (SPO) by providing simultaneous and consecutive interpretation from Albanian into English, and vice versa, during all stages of the investigations and of the proceedings;
- To carry out research tasks involving Albanian language sources, necessary to the investigation and proceedings conducted by the SPO;
- To carry out in summarising, reviewing, evaluating and cataloguing Albanian language material relevant to the SPO's investigations and proceedings;
- To support the staff members regarding cultural norms and expectations to facilitate interactions in Albanian speaking communities;
- To provide other necessary logistical support to the team members for field missions, where Albanian/Serbian is used as a means of communication;
- 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank.

AND

- A minimum of seven (7) 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: Social Sciences or other related university studies;
- A minimum of seven (7) years of experience as an Interpreter/Translator or Reviser, of which at least three (3) years in an international criminal or hybrid tribunal or international organisation;
- Knowledge of legal terminology, including criminal and/or civil law;
- Excellent interpersonal and communication skills in English, both written and oral, and professional proficiency in English and Albanian;
- 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 of different national and/or cultural backgrounds with respect for diversity;
- Very good judgement skills, especially when supporting the SPO staff in the field;
- Tact, accuracy and discretion in handling sensitive and confidential information.

Desirable

- Accredited Translator/Interpreter;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organization.

Position: Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 528	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecution Unit/Trial Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Prosecutor reports to the Deputy Specialist Prosecutor through the Senior Prosecutor.

Main Tasks and Responsibilities:

- To supervise, manage, coordinate and direct the work of staff within the assigned team, as delegated by the Senior Prosecutor;
- To conduct, under day to day supervision of the Senior Prosecutor, the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including suggesting and contributing to the implementation of prosecutorial strategies and objectives, managing and supervising the preparation of components of any trials;
- To coordinate and oversee daily investigative and prosecutorial tasks within the assigned team;
- In coordination with the Senior Legal Advisor, to assist the Senior Prosecutor in ensuring case management and legal filings, disclosure, assist in the drafting of indictments and other written submissions carrying out quality management for all written submissions;
- To assist in the indictment and evidence reviews;
- To communicate with the Defence, the Legal Representatives for Victims and external persons and entities, as appropriate;
- To ensure operational coordination with teams managed by the Senior Legal Advisor and the Head of Investigations (Prosecution);
- To serve as a Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings, as appropriate;
- 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 at least one of the following fields of expertise: Law or other related university studies;
- A minimum of ten (10) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least seven (7) years in serious crimes and with substantial in-court advocacy experience in criminal proceedings;
- Experience working in diverse legal systems;
- Ability to coordinate the work of others, to work towards deadlines and handle concurrent activities;
- Demonstrated sound judgement;
- Excellent interpersonal and 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 and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions.

Position: Associate Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 529	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Trial Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Prosecutor reports to the Senior Prosecutor through a Prosecutor.

Main Tasks and Responsibilities:

- To conduct, under the overall direction of the Senior Prosecutor and the day to day supervision of a Prosecutor, the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including suggesting and contributing to the implementation of prosecutorial strategies and objectives, managing and supervising the preparation of cases/components of the trial;
- To assist in the coordination of daily investigative and prosecutorial tasks within the assigned Trial Team;
- To participate in indictment and evidence reviews;
- To conduct and participate in field activities, and when required to attend crimes scenes and exhumation sites;
- To prepare and assist in the preparation of legal submissions (including indictments, briefs, motions, responses, replies, correspondence, memoranda etc.) in the course of investigations and prosecutions;
- To communicate with the Defence, the Legal Representatives for victims and external persons and entities, as appropriate;
- In coordination with the Senior Legal Advisor, to assist the Head of Investigations (Prosecution) and the Prosecutors in ensuring case management and legal filings and to assist in drafting of indictments and other written submissions and carrying out quality management for all written submissions;
- To assist in timely and fully compliant legal disclosure;
- To serve as a Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings, as appropriate;
- 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 seven (7) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise:
Law or other related university studies;
- A minimum of seven (7) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least five (5) years in serious crimes;
- Experience working in diverse legal systems;

- Demonstrated sound judgement;
- Excellent interpersonal and 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 and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Associate Legal Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 530	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecution Unit/Trial Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Legal Officer reports to the Senior Prosecutor through the Prosecutor.

Main Tasks and Responsibilities:

- To assist in the investigation and prosecution of cases within the mandate of the SPO;
- Under the supervision of Prosecutors, to participate in suspect and witness interviews and preparation of witnesses for trial;
- To participate in field activities, and when required attend crimes scenes and exhumation sites;
- To prepare or assist in the preparation of legal submissions (including indictments, briefs, motions/responses/replies, correspondence, memoranda etc.) in the course of investigations and prosecutions;
- To assist the Prosecutors in fulfilling pre-trial and trial obligations towards the defence;
- To handle a range of issues related to criminal (substantive, procedural and comparative) law regarding investigations and/or prosecutions in consultation with Prosecutors;
- To assist Prosecutors, Analysts and Investigators with pre-trial analysis, legal assessment, witness interviews, and organisation of evidence compiled by investigators and analysts, including the use of sophisticated software automation tools developed for complex litigation;
- To support the Trial Attorney and to assist prosecutors in any resulting prosecutions, if and where required, including during appearances in court, examination and cross-examination of witnesses and presentation of oral arguments in proceedings as appropriate;
- To prepare official reports and Prosecution Investigation Files;
- To undertake legal research and analysis;
- To undertake any other relevant 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 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 Law or any other qualifying degree or legal qualification;
- Experience in dealing with complex investigations or prosecutions with a transnational character related to war crimes, organised crime, financial crimes, or trafficking in human beings;
- Professional understanding and experience in research and analytical tools/applications and specialised court management software.
- 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 of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Substantial knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances.

Position: Associate Disclosure Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 552	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Legal Advisory Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Disclosure Officer reports to the Senior Legal Advisor through the Legal Officer Team Leader.

Main Tasks and Responsibilities:

- To assist in pre-trial, trial or appellate proceedings by fulfilling disclosure obligations towards the defence and other parties, including the use of sophisticated software automation tools developed for complex litigation in the prosecution of cases within the mandate of the Specialist Prosecutor's Office;
- To assist in compliance with and the preparation of responses to data protection subject data requests;
- To prepare or assist in the preparation of legal submissions (including briefs, motions/responses/replies, correspondence, memoranda etc.) in the course of preparations for and during prosecutions;
- To assist the Prosecutors and the Prosecution Trial Manager in fulfilling pre-trial and trial obligations towards the defence and victims counsel, the preparation of pre-trial disclosure schedules and packages for release electronically or in hard copy;
- To carry out and/or monitor short term experts in the review of evidence for disclosure and act as first or second stage reviewer for disclosure release, as required.
- To undertake legal research and analysis;
- To undertake any other relevant 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 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 or any other qualifying degree or legal qualification;
- Experience in dealing with complex investigations or prosecutions;
- Professional understanding and experience in research and analytical tools/applications and specialized court management software;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organizational skills and ability to work with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

- Ability to maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Ability to perform under stress and in difficult circumstances.

Position: Head of the Operational and Witness Security Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 556	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Operational and Witness Security Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of the Operational and Witness Security Unit reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- To supervise and manage the Operational and Witness Security Unit, including the Operational Security and Witness Security Teams;
- To ensure timely and effective delivery of prosecutorial and investigative support services by maintaining, operating and coordinating all aspects of Specialist Prosecutor's Office (SPO) operational security support, witness security and protection capabilities dedicated to the SPO;
- To advise the Specialist Prosecutor/Deputy Specialist Prosecutor on the management of associated risks or the result of investigative and other witness related operations;
- To coordinate all operational activity with the Head of Investigations (Prosecutions);
- In coordination with the Witness Security and Handling Team Leader, to oversee and conduct assessments of witnesses;
- To act as SPO's Point of Contact with the Registry for all witness security related matters;
- To provide expert assistance and guidance on mission planning and take the lead in planning and delivery of tactical operational support for investigative and prosecutorial acts carried out under the SPO's mandate;
- To act as SPO's Point of Contact with the European Union Rule of Law Mission in Kosovo (EULEX) for all operational and witness security related matters in Kosovo;
- To assume operational and/or tactical control over SPO staff and any associated experts during all SPO investigative operations;
- To develop, implement, update and maintain SPO security policies and procedures;
- To draft, maintain, implement, keep under review and ensure staff compliance with all operational protocols, guidelines and standard operating procedures related to investigative and prosecutorial operations;
- To ensure cooperation and coordination with external supporting units for SPO operations, including the delivery and management of information and criminal intelligence support;
- To gather, analyse, assess and brief on information that may affect the safety and security of the SPO staff, assets, information and reputation at the seats of the Specialist Chambers and Specialist Prosecutor's Office and other countries as necessary;
- To ensure that staff members working under his/her responsibility identify and report lessons learned and best practices within their respective fields of responsibility, and to foster continuous learning and development, and revision of the best practices;
- To liaise and coordinate with the Registry, Host State, EU Delegations' security officers and other designated security information focal points (Diplomatic / Police / Military) in any location where SPO operates;
- To act as police;
- 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

OR

- Equivalent and attested Police or/and Military education or training or an award of an equivalent rank.

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 of experience at management level.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Police or Military Science or other related university studies;
- At least twelve (12) years of experience as a Police Officer, Military Officer, Investigator or Security Operations Officer or related position;
- Substantial experience in the risk management of police operations, including production and review of security and risk analyses;
- Significant experience in international operations;
- Experience working at a hybrid or an international tribunal or in related international organisation in a policing or investigative role;
- Advanced leadership and people management skills and experience, ability to mentor and motivate staff;
- Excellent judgement in operational theatre;
- Substantial demonstrated experience in building trust and working with people from different national and/or cultural backgrounds;
- Demonstrated ability to establish/review priorities, to plan, exercise control and to perform under stress and in difficult circumstances;
- Demonstrated ability to engage with senior officials/governmental level decision makers;
- Authorised to carry and be issued a personal weapon, if seconded, or be prepared to be trained in their use, if contracted.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Substantial prior experience in an EU/Mission or with another international organisation in the Western Balkans region at a senior level in an investigative related role;
- Prior experience in operating in a secure contained information facility environment;
- Substantial awareness of confidential information transmission protocols;
- Significant experience in the management of criminal intelligence units;
- Significant experience with or leading forensic teams during investigative operations.