

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

**Reporting Line:**

The Operational Security Officer reports to the Deputy Specialist Prosecutor through 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;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- 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;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### 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 organisations;
- 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.