

Position: Associate Database and Information Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 534	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Prosecution Operations Support Unit/ Analysis Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Database and Information Officer reports to the Head of Investigations (Prosecution) through the Senior Analyst.

Main Tasks and Responsibilities:

- In coordination with the Case and Evidence Manager and the CIS Officers, to provide subject matter expertise in the implementation, use and administration of document, information and evidence database software systems employed by the Specialist Prosecutor's Office (SPO) for research, analysis, case preparation and trial presentation purposes;
- To train the SPO staff in the use of all database systems to fully implement electronic research, retrieval, linking and associating, data mining and textual analysis services;
- To actively contribute in developing and improving existing databases;
- To maintain an overview of existing information and operations, identify gaps and patterns, and provide guidance, as to how information systems will assist in ongoing investigations, case preparation and disclosure;
- To carry out electronic research and analysis and present results and recommended actions for the use of the SPO staff;
- To undertake any other relevant task 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 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, Police Science, Intelligence, Criminology, Social Sciences Information Technology, Mathematics or other related university studies;
- At least four (4) years of experience in Information Management and databases;
- Extensive and progressive professional experience in intelligence issues and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of analytical techniques;
- Experienced in trainer in the use of information, evidence or case management software tools;
- Demonstrated sound judgement;

- Excellent interpersonal and communication skills in English, both written and oral;
- 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

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.