

Position: Special Assistant to the Specialist Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 550	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Special Assistant to the Specialist Prosecutor reports to the Specialist Prosecutor.

Main Tasks and Responsibilities:

- To manage and expeditiously move forward all International Legal Assistance requests (ILAs);
- To support and provide advice to the Specialist Prosecutor in liaising with the host-country authorities, international organizations and diplomatic representatives;
- To coordinate the execution of strategic initiatives with respect to external partners pertaining to the Specialist Prosecutor's work;
- To coordinate all arrangements for the Specialist Prosecutor for meetings with international partners and external parties;
- To provide editorial input on public statements and documents to be published externally in coordination with the Deputy Specialist Prosecutor and the Special Advisor on Communications;
- To ensure assignments are properly tasked and receive proper follow up within the Specialist Prosecutor's Office;
- To ensure effective communication between all units and teams within the Specialist Prosecutor's Office;
- To schedule internal and external meetings, including the timely preparation of substantive materials required for the Specialist Prosecutor;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the Immediate Office of the Specialist Prosecutor;
- To assist in managing the Immediate Office of the Specialist Prosecutor;
- To undertake any other related tasks as requested by the Specialist Prosecutor.

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, Political Science, International Relations or other related university study;
- 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

- Prior working experience in a national and/or international criminal or hybrid court;
- Prior experience in criminal proceedings, whether at the international or domestic level;
- Experience as Legal Advisor/Legal Officer in an international environment;
- 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.