

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