

<b>Position:</b> Prosecution Trial Manager	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 553	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Prosecutions Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Prosecution Trial Manager reports to the Specialist Prosecutor/Deputy Specialist Prosecutor through the Senior Prosecutor.

### Main Tasks and Responsibilities:

- To assist and advise the Senior Prosecutor with the management of preparations for and during trials and hearings conducted before the Kosovo Specialist Chambers, including the coordination of and ensuring the execution of instructions for these purposes from the Senior Prosecutor and/or the Head of Investigations (Prosecution) to prosecutors, legal officers, analysts, investigators and case management staff within the Specialist Prosecutor's Office (SPO), and, where necessary, to coordinate directly with the Registry Case Management Unit;
- To assist in preparing, planning, developing and coordinating activities relevant to the SPO prosecutions, including the preparation of evidence for presentation at trial and case management, as directed and/or supervised by the Senior Prosecutor and the Head of the Investigations (Prosecutions);
- To advise the Senior Prosecutor regarding specific prosecution strategies and actions undertaken by the SPO, including the methodology, timing and sequencing of their execution, with the aim of contributing to the achievement of the SPO prosecutorial objectives;
- To provide expert assistance regarding the examination, interpretation and evaluation of material gathered by the SPO and its presentation at trial;
- To present findings and advice/feedback to the SPO management in the form of clear, concise and well-supported briefs or reports that assist in developing prosecutorial trial presentation strategy;
- 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: Law or other related university studies;
- A minimum of ten (10) years of professional experience in conducting or coordinating large-scale and complex trials or prosecutions;
- 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 experience in managing criminal trials;
- Experience working in diverse legal systems;
- Experience in carrying out complex investigations related to the Western Balkans Region;
- Knowledge of the functioning of international criminal courts and other investigative instances, as well as the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.