

Position: Senior Operational Support Officer (Administration)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 554	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 Senior Operational Support Officer (Administration) reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- Under the guidance of the Deputy Specialist Prosecutor, to be responsible for the co-ordination of all operational support (administration) for the Specialist Prosecutor's Office (SPO) and to liaise with Registry counterparts accordingly within the Division of Administration: Human Resources, Finance and Budget, Procurement, Information Technology Services, Security and Safety, Facilities Management and General Services;
- To supervise the work of junior administrative support staff in the SPO;
- As directed, to deputize for and carry out allocated operational support (administration) responsibilities of the Deputy Specialist Prosecutor;
- Act as a secondary SPO authorizing officer in the absence of the Deputy Specialist Prosecutor and/or Specialist Prosecutor for approvals within delegated authority;
- To study and propose operational and management decisions with the objective of increasing the efficiency of the SPO administration;
- To propose good practices, administrative and management decisions that have the objective to increase the efficiency of the SPO;
- To carry out project management tasks in the context of investigative and prosecutorial activities of the SPO, including coordinating the procurement and delivery of any operational support activity by carrying out market research, drafting statements of requirements, terms of reference, and other drafting as assigned;
- To assist the SPO financial authorizing officers in ensuring compliance with the applicable EU financial and administrative regulations and the SPO guidelines or protocols and the Registry SOPs;
- To assist in preparing, to review and suggest management inputs on all decision memoranda, justification notes and other documents submitted by the SPO units and teams;
- To receive, coordinate and manage the administrative and logistical support requirements of the SPO locations inside and outside the Netherlands;
- To draft, review and/or provide input to any senior level reports or submissions related to administrative operations of the SPO;
- 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: Business or Public Administration, Economics, Finance, Human Resources, Law, International Studies, Social Sciences or other related university studies;
- Minimum of two (3) years of experience at management or senior supervisory level;
- Extensive and progressive professional experience in at least two of the following areas of administration: Human Resources, Finance and Budget, Procurement, and/or General Services;
- Excellent organizational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Excellent drafting and report writing skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Prior work experience in an international criminal or hybrid court preferably within a prosecutorial office, providing substantive operational/administrative support.