

<b>Position:</b> Associate Case and Evidence Manager	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 560	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Division of Prosecution and Investigation/ Disclosure and Evidence Unit/ Information and Evidence Team	<b>Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Associate Case and Evidence Manager reports to the Legal Officer (Disclosure) and Data Protection Officer.

### Main Tasks and Responsibilities:

- To maintain and update the case records;
- To provide support to the Prosecutors and Trial Teams, including assisting them in the identification and retrieval of information relevant to the case;
- To disclose materials to the parties, including tracking, collating and indexing materials, and maintaining disclosure logs;
- To ensure an efficient and complete logging of disclosure of documents and filings by categorising and summarising them accordingly;
- To prepare the exhibits and materials for the presentation in court;
- To attend court proceedings and manage the evidence presentation queues of the Specialist Prosecutor's Office (SPO) in Legal Workflow;
- To monitor the evidence produced in court and to ensure an adequate coordination of submissions and technical liaison;
- To work with the Trial Teams in the preparation, organisation and administrative management of the case file;
- To manage the SPO's team calendar and ensure a proper adherence to court deadlines;
- To manage the evidence collection ensuring its proper processing, handling and storage;
- To ensure a correct processing of materials containing European Union Classified Information (EUCI), keeping them secure at all times and separating from the rest of the collection, in strict accordance with the existing guidelines;
- To manage the prosecution case, including filing, maintaining and logging of court documents;
- To provide training to the SPO staff on in-house Information Technology (IT) products used for evidentiary management purposes;
- To liaise with software providers to ensure an optimal running of evidentiary databases;
- To collaborate with other units and sections of our judicial institution on all matters related to the proceedings in the case;
- 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 Qualification 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, Criminology or other related university studies;
- Knowledge of databases and/or legal analysis software;
- Substantial experience in case/evidence management;
- Excellent interpersonal and communication skills;
- Excellent organisational 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 with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in complex cases such as multi-defendant cases, war crimes, organised crime or crimes against humanity in a national jurisdiction, international tribunal or hybrid international court;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Completed training and prior experience in IT, Project Management and/or International Relations.