

<b>Position:</b> Program Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 565	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Program Coordinator reports to the Specialist Prosecutor, through the Deputy Specialist Prosecutor.

### **Main Tasks and Responsibilities:**

- To coordinate the work of the Immediate Office of the Specialist Prosecutor;
- To schedule appointments and meetings, to accompany the Specialist Prosecutor and Deputy Specialist Prosecutor, as required, to meetings and events and to make necessary preparations and take minutes at meetings; to prepare draft reports and documents and monitor follow-up activities as requested;
- To manage correspondence and communications, to maintain records and logs of the Immediate Office of the Specialist Prosecutor;
- As Witness management coordinator: to liaise between SPO and KSC, particularly in respect of ongoing trials and scheduling;
- As International legal assistance coordinator: to manage correspondence and communication with state representatives and international organizations, including providing advice and coordinating meetings;
- To provide editorial input on public statements and documents to be published externally;
- To ensure that assignments are properly tasked and receive proper follow up within the SPO;
- To ensure effective communication between all units and teams within the SPO;
- To manage special projects as assigned by the Specialist Prosecutor or Deputy Specialist Prosecutor;
- To undertake any other related tasks as assigned by the Specialist Prosecutor or Deputy 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 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, Political Science, International Relations or other related university study;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent sense of organization, ability to identify priority assignments and activities and to manage efficiently multiple tasks;
- Good analytical and problem-solving skills;

- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and 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

- Previous experience in criminal proceedings, whether at the international or domestic level;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances