

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b> <b>Call for Contributions 2-2022</b> Requirements and Job Descriptions	
<b>Organisation:</b>	<b>Kosovo Specialist Chambers and Specialist Prosecutor's Office</b>
<b>Job Location:</b>	<b>The Hague, the Netherlands</b>
<b>Employment Regime:</b>	<b>As indicated below</b>

<b>Job Titles/Vacancy Notice:</b>	Ref. number	Position	Availability	
	<u>Seconded/Contracted</u>			
	013	Head of Language Services Unit	ASAP	
	021	Recruitment Assistant	ASAP	
	029 (2 positions)	Staff Administrative Assistant	ASAP	
	030	Finance and Budget Officer	ASAP	
	032	Legal Counsel	ASAP	
	033 (pending)	Facility Management and General Services Officer	ASAP	
	036	Information Security Officer	ASAP	
	039	Media and Outreach Assistant	ASAP	
049	Court Officer	ASAP		
054	Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	ASAP		

066-1 (3 positions)	Court Interpreter (Albanian)	ASAP
067	Reviser (Albanian)	ASAP
068-2 (2 positions)	Translator (Albanian)	ASAP
099 (pending)	Human Resources Officer	ASAP
106	Security Officer	ASAP
139	Deputy Head of Facility Management and General Services Unit	ASAP
140	Information Management and Library Assistant (Information Governance)	ASAP
149	Outreach Assistant	ASAP
158	Head of Victims' Participation Office	ASAP
164	Deputy Head of Human Resources Unit	ASAP
172 (pending)	Deputy Head of Language Services Unit	ASAP
184	Information Technology (IT) Security System Administrator	ASAP
192	Finance and Budget Officer (ITSU)	ASAP
528 (3 positions)	Prosecutor	ASAP
529	Associate Prosecutor	ASAP
532	Analyst	ASAP
536	Investigator	ASAP
562	Senior Investigator	ASAP
563	Associate Interpreter/Translator (Albanian and Serbian)	ASAP

<b>Deadline for Applications:</b>	<b>10 June 2022 at 17:00 hours (Brussels time)</b>
<b>Applications must be submitted:</b>	<p><b><u>1. For candidates from the EU Member States:</u></b></p> <p><b>The online Application Form, including its Addendum (Annex 3 to be filled in manually and uploaded), shall be submitted via one of the following links:</b></p> <p><b>1.1. For candidates <u>seconded</u> by their EU Member State:</b></p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>1.2. For <u>contracted</u> candidates from the EU Member States:</b></p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a>.</p> <p><b><u>2. For candidates from the Third Contributing States:</u></b></p> <p><b>The Application Form (Annex 2), available on both the EEAS website and the website of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, shall be sent to one of the following email addresses only:</b></p> <p><b>2.1. For candidates <u>seconded</u> by their Third Contributing State:</b></p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a></p> <p><b>2.2. For <u>contracted</u> candidates from the Third Contributing States:</b></p> <p style="text-align: center;"><a href="mailto:applications@scp-ks.org">applications@scp-ks.org</a>.</p> <p>Only one Application Form per candidate will be accepted, the latest received within the deadline or the one submitted through the National Authorities being given a priority.</p>
<b>Information:</b>	<p>For additional information from National Authorities, please contact:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;"><b>Ms Ellen M. Harmsen</b> <a href="mailto:schr@eeas.europa.eu">schr@eeas.europa.eu</a> <b>Mobile: +32 46084 2209</b></p>

**Seconded Personnel** – For seconded positions, only personnel nominations received through the official channels from the EU Member States/Contributing Third States will be considered. The Contributing States will bear all personnel-related costs for the seconded personnel, e.g. salaries, medical coverage, travel expenses to and from The Hague (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from the Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Kosovo Specialist Chambers and Specialist Prosecutor’s Office may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Kosovo Specialist Chambers and Specialist Prosecutor’s Office establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of Duty Period** – Subject to the adoption of another Council Decision extending the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor's Office and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be 12 months, except for the short-term positions containing letters “ST” in their reference number.

The maximum duration of the deployment in the short-term positions will be less than 12 months, as specified in the respective job descriptions provided below, with no possibility for extension. In cases of post continuation into the new budgetary period, it will be subject to:

- the extension of the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- the approval and signature of the Grant Agreement;
- the necessary financial means for the short-term post under the respective budget line and
- the interests or operational needs of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

The Civilian Operations Commander requests that the Contributing States propose candidates for the following international staff positions, according to the requirements and profiles described below.

## **I. GENERAL CONDITIONS**

**Citizenship** – The candidates must have Citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office. They are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office or respective tasks and activities. They shall carry out their duties and act in the interest of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

**Flexibility and Adaptability** – The candidates must be able to work with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition, and be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, as required by the Registrar and the Specialist Prosecutor.

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency, which may impair operational performance. To ensure duty of care, selected candidates should, in principle, be under the normal age of retirement in Contributing Third States.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II. REQUIREMENTS

### A. Essential Requirements

The following are essential requirements in respect of civilian international experts to the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

#### 1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EQF)<sup>1</sup>, or equivalent, at the level specified in the individual Job Descriptions.

#### 2. Knowledge

The candidates should have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

#### 3. Skills and Abilities

**Language Skills**<sup>2</sup> – Spoken and written proficiency in English, the working language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office. Certain positions may require higher language skills further specified in the individual Job Descriptions. In order to provide for national representation at the Kosovo Specialist Chambers and Specialist Prosecutor's Office, certain (ordinarily internal) positions at the Kosovo Specialist Chambers and Specialist Prosecutor's Office may accept proficiency in a language other than the majority language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral.

**Organisational Skills** – The candidates must have excellent organisational skills, with the ability to prioritize work to meet deadlines, and a concern for order and accuracy.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential.

**Driving Skills** – The candidates must be in possession of a valid civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

### B. Desirable Requirements

**Knowledge of the Balkans Area** – The candidates should have good knowledge of the history, culture, social and political situation of Balkans, as well as of the police, judiciary and governmental structures.

**Language** – Some proficiency in Albanian and/or Serbian, depending on the job tasks and responsibilities.

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<sup>1</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

<sup>2</sup> [Common European Framework of References for Languages](#)

### III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

**Passport** – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or a Diplomatic Passport should be issued.

**Visas** – Contributing Third States and selected candidates must ensure that visas are obtained for entry into the Netherlands prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Netherlands.

**Education diplomas(s)/certificate(s) or/and professional certificate(s)** – The selected international contracted candidates must have and present to the Kosovo Specialist Chambers and Specialist Prosecutor’s Office the university diploma or the professional certificate/diploma, depending on the Job Description, before signing the contract or taking up duties.

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective Job Descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Kosovo Specialist Chambers and Specialist Prosecutor’s Office upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They must also be vaccinated according to the required immunisations.

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

### IV. ADDITIONAL INFORMATION

**Gender Balance** – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when submitting either the online Application Form with Addendum (Annex 3) or the standard Application Form (Annex 2) in Word format, as applicable, and indicating which position(s) the candidate is applying for.

**Selection Process** – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels/The Hague or by audio/video Skype/phone, before the final selection is made. Evaluation of qualified applicants may also include an assessment exercise. As part of the screening process, which forms an integral part of the selection process, you may also be asked to provide additional information during which the Kosovo Specialist Chambers and Specialist Prosecutor’s Office may contact you for clarifications and follow-ups. If seconded candidates are required to travel to Brussels/The Hague for interviews, the Contributing States will bear any related costs.

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

## **Data Protection**

The EEAS, and its directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website. For specific information on personal data protection relating to the Kosovo Specialist Chambers and Specialist Prosecutor's Office, please refer to their website.

## **Job Descriptions**

The current reporting lines of the following Job Descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

<b>Position:</b> Head of Language Services Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-3
<b>Ref. number:</b> 013	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Languages Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of Language Services Unit reports to the Registrar/Deputy Registrar.

### Main Tasks and Responsibilities:

- To plan, organize and manage the work of the Language Services Unit, providing interpretation and translation services in Albanian, English and Serbian and other languages for the Specialist Chambers, when required;
- To develop internal work procedures and to supervise the work of the Unit's constituent subunits (Interpretation, Translation, Referencing and Terminology);
- To advise the Registrar on matters relating to language services;
- To develop policies, guidelines and instructions required to structure the work of the unit and to oversee their implementation;
- To oversee the correct application of the Code of Ethics for translators and interpreters and to ensure that internal rules and procedures continue to promote the Code's objectives;
- To organise recruitment, test and evaluate prospective staff and freelancers and to select qualified candidates for the vacant posts and roster of accredited freelancers;
- To assess the workload projections, review staffing requirements and plan resources accordingly and to ensure timely delivery of services of appropriate quality and quantity and efficient management of the Unit's resources and contracts for external services;
- To draft the framework contracts for freelance interpreters and translators, including confidentiality agreements, in line with the existing regulatory standards of the profession;
- To supervise, monitor and evaluate the performance of staff and contractors and to promote the best utilization of their skills and experience;
- To manage the Unit's budget, to prepare budget submissions and performance reports for the Unit and to ensure efficient management of contracts for external services;
- To foster team building and communication among staff with a view to building and maintaining harmonious working relations and high productivity;
- To optimise coordination with the other units within the organization;
- To establish and maintain contacts with corresponding institutions and professional organisations with a view to adopting best practices and developing good cooperation;
- To undertake any other related tasks requested by the Line Managers.

### Essential Qualifications and Experience:

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's degree

#### AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of four (4) years of management experience.



#### Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Law or other related university studies;
- A minimum of seven (7) years of progressively responsible experience in the management of translation and conference interpretation in an international organisation or international or hybrid court;
- Experience in organising the provision of language services, recruiting and managing freelance interpreters and/or translators;
- Excellent analytical, planning, organisational, drafting and IT skills;
- Ability to perform under stress and in difficult circumstances;
- A demonstrated ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationship with people from different national and cultural backgrounds;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- A demonstrated track record of successfully managing large quantities of translation and interpretation work and increasing productivity;
- Knowledge of established practices and recent developments in interpretation services in the EU context;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Recruitment Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 021	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Recruitment Assistant reports to the Human Resources Officer.

### Main Tasks and Responsibilities:

- To conduct comprehensive reviews of job descriptions in direct consultation with Line Managers and other internal stakeholders and in accordance with the internal framework;
- To analyse and determine correctly the candidates' eligibility for the posts;
- To plan, organise and take part in the assigned selection procedures in accordance with the internal framework;
- To duly prepare the Calls for Contributions for staff and interns;
- To prepare all recruitment-related documents and statistics in accurate and timely manner;
- To ensure efficient relevant communication with both internal and external stakeholders;
- To ensure accurate and timely verification of required pre-deployment documentation and activities;
- To prepare and/or coordinate draft memoranda and decisions;
- To ensure a proper processing of documents and queries related to obtaining/renewing the (in-lieu) Personnel Security Clearances and Criminal Records Checks;
- To contribute to the development and implementation of the Human Resources strategies, policies and procedures;
- To assist in the implementation of different recruitment-related projects;
- To ensure a proper filing and archiving of all documents, as well as a timely update of all records;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma

#### AND

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements.

#### Specification of Education and Experience

- A minimum of five (5) years of responsible professional full-time experience in recruitment;
- Excellent organisational skills coupled with the ability to manage a high workload on occasions;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent computer skills in Ms Office applications (Excel, Word, PowerPoint, Access);
- Excellent drafting skills;
- Tact, discretion and impeccable accuracy with a strong eye for details;
- Sound judgment and very good analytical skills;
- Ability to work productively and with a minimal supervision 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;

- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with multi-national and international organisations.

<b>Position:</b> Staff Administrative Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-2
<b>Ref. number:</b> 029	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Staff Administrative Assistant reports to the Human Resources Officer.

### Main Tasks and Responsibilities:

- To advise and assist the staff and interns of the Kosovo Specialist Chambers and Specialist Prosecutor's Office concerning Human Resources policies and procedures;
- To contribute to the development, implementation and review of the Human Resources strategies, policies and procedures;
- To advise the staff and interns on their benefits and entitlements in accordance with the established policies;
- To advise the staff and interns regarding the health insurance policy, and to be their point of contact for any health insurance matters;
- To process leave, home travel, other staff requests checking eligibility and compliance with the established policies and procedures, including necessary update of the respective databases/systems;
- To enter and update records in all personnel related databases/ERP system and to manage the physical files of staff and interns;
- To coordinate timely the performance evaluation process and renewal of contract/extension of tour of duty exercises for the staff and maintain relevant records;
- To coordinate with all relevant stakeholders, including Line Managers, the deployment of selected candidates, redeployment and check-in/out of staff members and interns;
- To prepare accurately the employment contracts, internship agreements and their amendments/annexes;
- To calculate the payroll, entitlements, leave balance of staff and interns in a timely and accurate manner and in accordance with the established policies and procedures;
- To draft the decision/information memoranda, communication to staff and interns on all personnel related matters and to be responsible for their accuracy;
- To plan and organise the relevant training/briefings for staff and interns;
- To assist in the handling of all special projects related to personnel issues;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma

AND

- A minimum of eight (8) years of relevant professional experience, after having fulfilled the education requirements.

### Specification of Education and Experience:

- A minimum of seven (7) years of responsible professional full-time experience in personnel administration/financial matters, in particular calculation of payroll/staff entitlements;
- Excellent interpersonal and communication skills in English, both verbal and written;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);

- Excellent drafting skills;
- Tact, accuracy with an eye for details and discretion;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly with multi-national and international organisations;
- Experience with SharePoint.

<b>Position:</b> Finance and Budget Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 030	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Finance and Budget Officer reports to the Deputy Head of Finance and Budget Unit.

### Main Tasks and Responsibilities:

- To support the Head and Deputy Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in line with the relevant internal and EU rules, legal instruments, planning documents and instructions, including the management of daily tasks of the assigned Section of the Finance and Budget Unit and distribution of work to assigned staff;
- To be responsible for the internal process of validation and approval of budgetary commitments, payments (including payroll), safekeeping of petty cash, management of other means of payment, collection of revenue and recovery of amounts established as being receivable, including availability of funds, procurement thresholds and the correct classification to budget lines, analysis of budget data, cost estimates, monitoring of expenditures and coordination of reallocation of funds when necessary;
- To prepare, present and maintain the accounts, executing reconciliation (bank, fixed assets, etc.);
- Act as focal point and prepare for internal and external audits;
- To assist in liaising and cooperating on financial and budgetary issues with the relevant internal and external actors, including drafting routine correspondence;
- To produce, gather, maintain and keep up-to-date and ensure the integrity, accuracy and, when applicable, timely submission of files, documents, internal and external budgetary and financial reports;
- To be responsible for a variety of assignments requiring extensive research and data analysis, including providing support to the staff members of the Finance and Budget Unit on budgetary, accounting, payments, travel entitlements and treasury matters, when necessary;
- To develop and implement essential policies, tools, internal controls and training materials for financial reporting and budgeting processes;
- To advise and support in identifying needs for goods and/or services specifically required, in technically defining the appropriate requirements to cover these needs and in participating, as appropriate, in the correspondent processes to procure these goods and services;
- 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 seven (7) 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: Economics, Finance, Management, Accounting, Budgeting or other related university studies;
- Experience in the implementation of budgetary and financial processes and regulations;
- Excellent computer skills in MS Office applications;
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to prioritise and manage a high workload on occasions;
- 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 working relations as a team member in a multi-cultural and multi-national environment;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Relevant work experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court;
- Knowledge of EU financial rules and regulations;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Legal Counsel	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-3
<b>Ref. number:</b> 032	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Legal Counsel reports to the Registrar.

### Main Tasks and Responsibilities:

- To advise the Registrar and Deputy Registrar on external and internal legal matters, in particular on internal regulations, arrangements with other entities, staff issues, staff appeals cases, contracts and any other legal obligations of the Registry;
- To liaise with the Head of Division of Administration on the internal processes of the administrative units of the Registrar, ensuring their compatibility with the Registry's legal framework and the establishment of the relevant legal framework (e.g. Administrative Instructions, Standard Operating Procedures);
- To coordinate and direct the day to day work of the legal staff to ensure prioritization and timely completion of tasks;
- To supervise the work of the legal staff of the Immediate Office of the Registrar, ensuring their efficiency and the quality of their work;
- Under the direction of the Registrar or the Deputy Registrar, to ensure the quality of the Registry's filings before the Kosovo Specialist Chambers and legal and policy documents, and coordinate the work processes in that respect;
- To advise the Registrar and Deputy Registrar on legal matters related to detention, counsel, legal aid and victims and witnesses issues;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's degree

#### AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of four (4) years of management experience.

#### Specification of Education and Experience

- The above mentioned University degree must be in Law;
- A minimum of twelve (12) years of progressively responsible professional experience as practising lawyer, legal or special adviser in the field of justice, rule of law, criminal or international law;
- Prior managerial experience especially in a judicial environment;
- Significant experience in applying international law in practical situations;
- Proven experience in devising creative solutions to complex legal and factual issues;
- In-depth practical knowledge of staff administration issues in complex organizations;
- Proven ability to interact responsibly within the organization and with other institutions in highly sensitive matters;



- Proven ability to develop creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds in a management role;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Admission to the bar in one or more jurisdictions;
- Previous experience as legal counsel in a complex and growing organisation, at the domestic or international level;
- Previous experience in a multi-national or international organisation dealing with criminal justice and/or human rights' issues;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Facilities Management and General Services Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 033	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/Facilities Management and General Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Facilities Management and General Services Officer reports to the Deputy Head of Facilities Management and General Services Unit.

### Main Tasks and Responsibilities:

- To be responsible for the overall maintenance of the Specialist Chambers and Registry premises, including the maintenance of buildings, installations and infrastructure;
- To liaise with the Host State as lessor of the permanent premises on the on-going maintenance of the facilities;
- To manage team of dedicated Mechanical and Electrical Technicians organising their workload and providing technical guidance and assistance;
- To analyse reported building malfunctions and take appropriate prioritised remedial action(s) to ensure business continuity;
- To ensure development, design and implementation of projects related to the premises;
- To monitor and manage existing service and supply contracts;
- To provide input to premises assessments as required;
- To manage the acquisition of services, furniture, fittings & equipment, office consumables and other materials necessary for operations;
- To advise on the allocation of office space and to manage internal moves where necessary;
- To give operational and technical support in setting up of meeting rooms, including liaising with IT/AV support;
- To assist in the preparation and review the unit's budget proposals and acting as task officer, manage the implementation of the budget where required;
- To identify and follow-up malfunctions ensuring the proper actions for reparation;
- To draft the reports and policies as required by the senior management;
- To liaise and work together with the internal Fire Safety and Security staff;
- To act as the liaison officer with KSC field offices on matters relating to maintenance and provision of facilities management services;
- 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 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: Architecture, Civil Engineering, Building Science or other related university studies;
- At least four (4) years of work experience in the building and construction industry, with minimum of two (2) years of progressively responsible facilities management experience;
- Experience and knowledge of basic IT tools, e.g. PCs, asset scanning tools, printers, and multifunctional units;
- Computer literacy (MS Office package: Word, Excel, PowerPoint, AutoCAD etc.);
- Ability to efficiently and effectively plan and follow up activities and to establish and maintain effective working relationships at all levels, also with external contractors;
- Ability to work independently or as part of a team; being proactive and capable of handling multiple tasks under time pressure;
- Very good interpersonal and communication skills in English, both written and oral;
- Minimum category B driving license;
- Ability to work productively in a fast-paced, deadline driven and team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in working with the Host State and a satisfactory knowledge of the Dutch language;
- Training in the use of Building Management Systems, Emergency Power Systems;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position:</b> Information Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 036	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Information Security Officer reports to the Registrar through the Deputy Registrar.

### Main Tasks and Responsibilities:

- To coordinate the Specialist Chambers IT and Information security programme, assisting in managing the implementation of IT and information security measures to ensure the preservation of the confidentiality, integrity and availability of information assets;
- To liaise in conjunction with the Head of Information Technology Services, and the Head of Security and Safety Unit for information security issues, especially in case of incidents;
- To compile detailed reports in relation to reported breaches of information security requiring protracted investigative actions;
- To be the Specialist Chamber's focal point for information security compromise or suspicion of compromise;
- To help develop policies, standards and action plans relating to information security issues;
- To support the Specialist Chambers daily routines by providing advice on information security related matters;
- To plan and perform security tests on the computing environment of the Specialist Chambers to verify compliance with information security architecture and to evaluate vulnerability assessments;
- To make recommendations on proposed changes to the information processing environment within the Specialist Chambers;
- To report information security risks by writing risk assessments;
- To recommend and develop the implementation of security control measures to mitigate information security-related risks;
- To assist in developing policies and standards for the backup and archiving of the Specialist Chambers information;
- To monitor the implementation of IT related security procedures;
- To perform auditing activities on information systems used for the processing of confidential information under European Data Protection Regulations;
- To develop information and IT security awareness training programmes for all the Specialist Chambers staff;
- To act as the Crypto Custodian for the Specialist Chambers;
- To manage projects in the Task officer role;
- 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 seven (7) 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: Information Security, Computer Science, Information Technology or other related university studies;
- In-depth experience and ability in collecting, assessing, analysing and reporting data related to security;
- Substantial knowledge of Information Security practices and technologies including Security Information and Event Management (SIEM) and Network logging;
- Knowledge of European Data Protection Regulations and experience of their implementation;
- Demonstrable competence with Microsoft server event analysis;
- Excellent drafting and communication skills in English, both written and oral;
- Excellent organisational and interpersonal skills;
- Tact, discretion and respect for confidentiality;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Information Security Certification (e.g. CISSP, CISM or CISA);
- Experience in an international criminal or hybrid court;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Media and Outreach Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. number:</b> 039	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b>
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Public Information and Communication Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Media and Outreach Assistant reports to the Outreach Coordinator.

### Main Tasks and Responsibilities:

- To assist the Public Information and Communication Unit (PICU) in implementing the Kosovo Specialist Chambers (KSC) Communication Strategy through various communication activities;
- To manage and facilitate group visits to the KSC, including presenting the organisation and liaising with other Units of the KSC, if and when needed;
- To plan, manage and facilitate the yearly “Hague Open Day” and present the organisation to the wider public in The Netherlands;
- To manage and regularly update the KSC Twitter accounts, including contributing to their content (text, audio, video);
- To assist with event management activities of PICU and other Units;
- To ensure effective documentation of events and campaigns (video, photos, audio, text);
- To assist in creating, updating, printing, storing and distributing informational materials on the KSC;
- To assist with media communication, if and when needed;
- To manage the registration of visitors to the public gallery, liaise with the relevant Units within the KSC, and to manage the media center when journalists are present;
- To serve as back-up for updating and maintaining the web page, including suggesting its updates and new content;
- To be the focal point for graphic design products of the KSC, including during the production of annual reports and other public information and external communication materials;
- To manage the KSC graphic design and printing contracts, including budget monitoring and liaising with Contractors;
- To coordinate with photographers, and organise and manage the library of KSC photos for use in different communication products;
- To organise and update the media and outreach contact database, and to handle necessary administrative duties for the Unit, including filing and data management;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma
- AND
- A minimum of five (5) years of relevant professional experience, after having fulfilled the education requirements.

### Specification of Education and Experience

- Prior successful work experience handling complex administrative and budget matters;
- Excellent interpersonal and communication skills in English, both written and oral;
- Experience in producing communication materials;

- Advanced computer and IT knowledge, with professional usage of social media applications and web updating;
- Very good organisational skills, coupled with the ability to prioritise and manage a high workload on occasions;
- 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 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

- International experience, particularly in crisis areas with multi-national or international organisations, criminal or hybrid courts, ideally in relation to the Balkans area;
- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office: Albanian and/or Serbian;
- Good understanding of the political, cultural and media situation of the Balkans, in particular Kosovo;
- Ability to present complex content in a clear and concise style.

<b>Position:</b> Court Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 049	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Court Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Court Officer reports to the Head of Court Management Unit.

### Main Tasks and Responsibilities:

- To be responsible for the daily coordination of the court services in the Specialist Chambers and Registry;
- To ensure timely distribution of filings, transcripts and correspondence to the authorized recipients;
- To make all necessary arrangements and coordination for the court proceedings as required;
- To represent and perform the functions of the Registry in all court proceedings, on behalf of the Registrar or the Deputy Registrar, including opening the hearing and preparing reports or summaries of proceedings;
- To handle and process exhibits (in hard copy or electronic format) in accordance with the established rules, practices and procedures;
- To answer questions from the Specialist Chambers relating to the Registry matters;
- To provide advice on procedural matters to judges and participants;
- To assist the Head of Court Management Unit with the maintenance of the Court Calendar as needed;
- To assist with drafting procedures and guidelines related to court operations;
- 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 seven (7) 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, Court Administration, Social Sciences or other related university studies;
- A minimum of two (2) years of experience in courtroom proceedings and in criminal cases;
- Excellent drafting skills for legal texts, memoranda and any related filings in English;
- Fully proficient computer skills, including ability to use relevant software applications;
- Excellent organizational, interpersonal and communication skills, both written and oral;
- Absolute tact and discretion;
- Ability to work under stressful conditions and to prioritise and manage a high workload on occasions;



- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Experience with criminal cases involving witness protection and other measures to protect confidential evidence or information;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Associate Legal Officer (Basic Court, Court of Appeal, Supreme Court or Constitutional Court)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 054	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Chambers Legal Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The position of Associate Legal Officer is located in the Registry's Chambers Legal Support Unit, to be deployed as needed to the Judges' Chambers. When deployed, the Associate Legal Officer reports to the Senior Legal Officer of the relevant Chamber.

### Main Tasks and Responsibilities:

- To provide specialised legal and judicial administrative support to Judges through the Senior Legal Officer or other supervisor, as applicable;
- To conduct legal research, particularly on international criminal law, international humanitarian and criminal law, international administrative law and where applicable constitutional and human rights law;
- To prepare draft memoranda, decisions and judgments, in cooperation with the Senior Legal Officer or supervisor as applicable assigned to the cases, if any;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties on appeal;
- To monitor relevant developments in international law;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignment to other units of the Specialist Chambers may be applicable due to operational demands/requirements.

### 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 with a specialisation in international, criminal or humanitarian law, human rights and constitutional law as applicable or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);

- Excellent drafting and reporting skills;
- 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 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

- Progressively responsible legal experience with emphasis on criminal law or international criminal law;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Court Interpreter (Albanian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 066-1	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

### Main Tasks and Responsibilities:

- To provide consecutive and simultaneous interpretation, at the duty station or on mission, from and into Albanian and English, at court hearings, meetings in chambers, client-attorney conferences, investigative interviews, official meetings and events, (press) conferences, etc.;
- To keep abreast of the Kosovo Specialist Chambers' case law, developments in the field of international criminal law and international humanitarian law;
- To prepare thoroughly for assignments, keep all job-related information strictly confidential and uphold professional standards and ethics;
- To act as interpretation team leader when necessary;
- To assist with orientation of new staff or freelance interpreters;
- To assist with programming of assignments, as necessary;
- To assist with reviewing transcripts of interpretation, and preparing corrections in the event of substantive errors;
- To assist in quality control of interpretation provided by junior interpreters;
- To produce self-revised translations and cross-read translations produced by others when not assigned to interpretation;
- To strive for consistency with reference texts and with the output of staff translators;
- To translate using the in-house computer-assisted translation and terminology software;
- To provide a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original and observe the in-house terminology and usage when interpreting and translating;
- To identify new terminological material for consideration of senior staff members;
- 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 seven (7) 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: Modern Languages, Interpretation or other related university studies;

- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Albanian is required;
- Excellent organisational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and 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

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

<b>Position:</b> Reviser (Albanian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 067	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Reviser (Albanian) reports to the Head of Language Services Unit or other senior LSU staff as designated by the Head of Language Services Unit.

### Main Tasks and Responsibilities:

- To revise and/or translate a variety of texts, mostly legal, from Albanian into English;
- To coach and motivate the in-house and external translators with a view to refining their skills and overall performance (quality of output, productivity, timeliness, etc.) and assist them in solving particularly difficult problems requiring specialized knowledge and linguistic insight;
- To report on performance and development needs of the translators;
- To promote teamwork and communication in the Unit and address any issues arising in a prompt and proactive manner;
- To advise on deadlines and assignments and adapt these to changing priorities;
- To produce self-revised translations;
- To maintain a high standard of accuracy, consistency, and fidelity to the spirit, style, register and nuance of the original;
- To observe the established Specialist Chambers terminology and usage and strive for consistency with reference texts and for consistency in translations;
- To carry out the requisite research, drawing on reference and terminology material, background information, and consultation within the Specialist Chambers, as appropriate;
- To produce and maintain an English style guide, identify new terminological material and validate terms submitted by other language staff;
- To participate in the selection and assessment of translation tests for language staff and external translation providers;
- To use and encourage the use of the in-house computer-assisted translation and terminology software;
- To work to deadline and produce a set volume of output, due account being taken of the difficulty of the text and specified deadlines;
- 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: Modern Languages, Translation or other related university studies;
- At least seven (7) years of experience in translation and revision in the context of international tribunal or an international organization;
- Perfect command of English and excellent knowledge of Albanian;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organisational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritise and manage a high workload while complying with deadlines,
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national 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

- Knowledge of other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Serbian);
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Translator (Albanian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 068-2	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Translator (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

### Main Tasks and Responsibilities:

- To translate, subject to revision, a variety of mostly legal texts from English into Albanian;
- To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
- To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
- The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a reviser;
- To translate using the in-house computer-assisted translation and terminology software;
- To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
- To identify new terminological material for the consideration of revisers and other senior colleagues;
- 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 seven (7) 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: Modern Languages, Translation or other related university studies;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Native command of Albanian and excellent knowledge of English is required;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organisational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills, acute sensitivity to nuance and attention to detail;



- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national 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

- Knowledge of other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Serbian) will be considered a strong asset;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions.

<b>Position:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 099	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Human Resources Officer reports to the Deputy/Head of Human Resources Unit.

### Main Tasks and Responsibilities:

- To assist the Deputy/Head of Human Resources Unit in the management and co-ordination of all Human Resources related issues of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To provide HR advice and services in the areas of recruitment and selection, HR planning, staff relations and advice, performance management, training and induction programmes, statistics and post management;
- To supervise the preparation of job descriptions for the upcoming vacancies, liaising with the substantive offices on the determination of education and experience and prior classification of positions;
- To participate in the recruitment panels, promoting equity, transparency and consistency in the selection and placement of staff while demonstrating flexibility in understanding management needs and developing appropriate courses of action;
- To advise on interpretation of the Staff Rules and to assist in review and drafting of HR policies/procedures and to recommend changes, as required;
- To ensure the correct preparation and timely submission of the monthly payroll, including insurance and other financial entitlements of staff;
- To examine the complex HR issues and carry out investigation/research in order to prepare reports and analysis for the Deputy/Head of Human Resources Unit;
- To administer the performance management and evaluation system, overseeing the accurate and timely completion of performance evaluation reports;
- To assist in the preparation and maintenance of statistical and standard reports related to Human Resources;
- To assist in the development of a training capacity within the organisation coordinating with staff to ensure that training and development programmes meet requirements;
- To undertake any other related tasks as required by 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 seven (7) years of relevant professional experience, after having fulfilled the education requirements.

#### Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise: Business or Public Administration, Human Resources Management or other related university studies;
- A minimum of seven (7) years of progressively responsible experience in Human Resources Management of which at least three (3) years at the supervisory/management level;
- Knowledge of Human Resources policies, procedures and practices;
- Ability to develop and draft clear and well-articulated staff procedures, policies and guidance;
- Demonstrated ability to identify Human Resources and Administration related issues, analyse and formulate opinions and issue conclusions and recommendations on complex Human Resources policy and development issues;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Proven experience in conducting training and workshops;
- 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 from 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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in Human Resources Management at a national or international court;
- Knowledge of financial transactions and general procedures;
- Knowledge of HR software systems and implementation;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position:</b> Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Secretary Level S-2
<b>Ref. number:</b> 106	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Security Officer reports to the Senior Security Officer.

### Main Tasks and Responsibilities:

- To ensure the delivery of operational court and building security services to meet organisational security requirements at the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office within a 24-hour shift system;
- To control access and egress to the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office in accordance with applicable institutional policies and procedures;
- To ensure the security screening of all incoming staff, visitors and deliveries through the use of technical equipment, such as x-ray machine and metal detectors;
- To ensure the safety and security of all staff, visitors and others whilst on the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To ensure the safe custody of detained persons appearing before the Specialist Chambers;
- To provide the first line response to security related incidents within the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, and to submit detailed incident reports, where necessary;
- To operate the Security Control Room, when required, inclusive of technical systems such as CCTV, Intrusion detection, Fire Alarm and communications systems;
- To attend and successfully complete all applicable mandatory training requirements;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

Essential

- A level of secondary education attested by a certificate

AND

- A minimum of eight (8) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Professional experience in Police, Military, Judicial or International Security environment;
- Experience in handling of detained persons;
- Experience in provision of physical security and/or access control services;
- Successful completion of a recognized firearm certification program within a national (i.e. Police, Military or Governmental) or International entity and prior experience in performing of armed security related tasks;
- Good communication skills in English, both written and oral;
- Valid European driving license (minimum category B);
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Relevant experience preferably within an international, hybrid or national criminal court;
- Experience in the use of technical security equipment (screening and/or control room infrastructure);
- First Aid and/or Fire and Safety certification;
- Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, etc.

<b>Position:</b> Deputy Head of Facility Management and General Services Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 139	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b>
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/Division of Administration/Facility Management and General Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Deputy Head of Facility Management and General Services Unit reports to the Head of Facility Management and General Services Unit (FMGSU).

### Main Tasks and Responsibilities:

- To deputise for and carry out the duties and responsibilities of the Head of Unit, as required;
- To assist the Head of Unit on matters relating to the administration of the various agreements held between the Organisation and the Central Government Real Estate Agency of the Ministry of the Interior and Kingdom Relations (RVB) (*Ministerie van Binnenlandse Zaken en Koninkrijksrelaties*);
- To represent the FMGSU at internal and external meetings of the organisation, and to liaise with the other units, as required;
- To supervise, set the strategic direction and manage the FMGSU staff, as required;
- To act as a lead contract manager on matters relating to the FMGSU contracts with external third parties and the internal Procurement Unit;
- To draft necessary terms of reference and technical specifications for the procurement of supplies and services, as required, in close co-operation with the Procurement Unit;
- To monitor and manage existing service and supply contracts;
- To assist in preparation and review of unit's budget proposals, as well as in the management and implementation of the budget;
- To assist in the preparation and drafting of procedures and policies, as required;
- To manage the liaison with the EULEX field office(s), as required, and to oversee the ongoing facilities and general services of any field office;
- To assist the Head of Unit on matters relating to the delivery of the development, design and implementation of projects in the premises;
- To assist the Head of Unit on matters relating to logistics, including the whole life-cycle management of assets from acquisition to disposal;
- 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, out of which a minimum three (3) years of management experience.

#### Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Architecture, Civil Engineering, Building Science, or other related university studies;
- Demonstrable Project Management skills;
- Ability to draft terms of references for the procurement of relevant supplies and services;
- Knowledge of Protocol and the management of Host State affairs, as well as General Services issues (Mail and Pouch, Travel, Logistics, etc);
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent computer skills in Autodesk ACAD and in MS Office applications (Word, Excel, PowerPoint, etc.);
- Excellent leadership, planning, time management and negotiation skills;
- Ability to work productively in a fast-paced, , deadline driven and team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Excellent knowledge and experience working with the Central Government Real Estate Agency (RVB);
- Knowledge of the Dutch Building Codes (*Bouwbesluit*);
- Working knowledge of the Dutch Uniform Administrative Conditions for Integrated Contract Forms (UAV);
- Working knowledge of the Dutch RTB 2007 (Agreement on Division of Tasks);
- Working knowledge of the Dutch BOEI methods of measurements;
- Relevant experience preferably within an international, hybrid or national criminal court;
- Experience in working with the Host State institutions/authorities;
- Good knowledge of Dutch both written and oral;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Information Management and Library Assistant (Information Governance)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. number:</b> 140	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Immediate Office of the Registrar	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Information Management and Library Assistant reports to the Information and Records Management Officer.

### Main Tasks and Responsibilities:

- To process library tasks, including cataloguing, shelving, circulation and research enquiries;
- To monitor the Library subscriptions and assist in related contract management;
- To monitor service requests related to the Information Governance function and to ensure timely completion and/or escalation;
- To process file plan and security permission change requests throughout the organisation;
- To assist in ensuring adherence to information security and data protection policies throughout the organisation;
- To train and support users in the implementation of information management, information security and data protection policies;
- To provide immediate administrative assistance to the Information Governance function, including maintaining the filing system, preparation of drafts, correspondence and documents for a completion and to coordinate with other units, as required;
- To undertake any other related tasks as requested by the Line Managers.

### Additional Information:

- Temporary re-assignments to other units of the Registry may be applicable due to operational demands/requirements.

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma
- AND
- A minimum of five (5) years of relevant professional experience, after having fulfilled the education requirements.

### Specification of Education and Experience

- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint) and Microsoft SharePoint experience;
- Excellent organisational and planning skills with ability to multi-task;
- Good analytical and problem-solving skills;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Tact, accuracy, and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective 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

- Prior working experience in a national and/or international criminal or hybrid court;
- Prior experience in library or information management roles;
- At least two (2) years of experience in security permission management for Microsoft SharePoint and Microsoft Windows environments;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of the political, cultural, and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Outreach Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-3
<b>Ref. number:</b> 149	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/Public Information and Communication Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Outreach Assistant reports to the Outreach Coordinator.

### Main Tasks and Responsibilities:

- To assist the Public Information and Communication Unit (PICU) in implementing the Kosovo Specialist Chambers (KSC) Communication Strategy in relation to outreach and, if requested, media communication;
- To regularly travel to Kosovo and the region as part of the KSC Outreach Programme in order to present and respond to queries about the KSC in events with different audiences;
- To cooperate with NGOs and implementation partners of the KSC Outreach Programme in Kosovo and the region in order to contribute to programme development and implementation;
- To assist in the development of outreach-related products of the KSC (e.g. videos, infographics, factsheets), as well as any reports or documentation;
- To assist in the implementation of financial, procurement and other administrative projects related to PICU activities;
- To assist in monitoring, tracking and reporting on the implementation of outreach activities;
- To assist with event management activities;
- To contribute to updating the KSC web and social media content in relation to all outreach projects;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma
- AND
- A minimum of five (5) years of relevant professional experience, after having fulfilled the education requirements.

### Specification of Education and Experience

- Strong presentation skills, especially presenting complex and sensitive legal issues in a clear and concise manner;
- Experience in producing different types of communication materials;
- Excellent interpersonal and communication skills in English, both written and oral;
- Very good organisational skills, coupled with the ability to prioritise and manage a high workload on occasion;
- 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 background with respect for diversity;
- Tact and discretion in handling sensitive information;
- Proficiency in using office software, including Excel and PowerPoint, as well as social media applications and other communication tools;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office: Albanian and/or Serbian;
- International experience, particularly in crisis areas with multi-national or international organisations, criminal or hybrid Courts, ideally in relation to the Balkans area;
- Good understanding of the political, cultural and media situation of the Balkans, in particular Kosovo;
- Knowledge of web content update technologies;
- Knowledge of International Law or other related subjects.

<b>Position:</b> Head of Victims' Participation Office	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-3
<b>Ref. number:</b> 158	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Judicial Services/ Victims' Participation Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of Victims' Participation Office reports to the Registrar through the Head of the Judicial Services Division and the Deputy Registrar.

### Main Tasks and Responsibilities:

- To manage the Registry's Victims' Participation Office;
- To act as the Registry representative, both internally and externally to the Specialist Chambers, representing and promoting the rights of the victims and in matters related to the provision of victims' participation;
- To oversee the efficient processing of applications made by alleged victims to participate in proceedings before the Specialist Chambers, including the management of workflow and the related electronic system, and to liaise for that purpose with the Head of Information Technology Services Unit, the Senior Information and Records Management Advisor and the Head of Court Management Unit;
- To manage outreach programmes and other communication, in close collaboration with the Public Information and Communication Unit, and including through coordination with recognized and respected civil society organizations;
- To oversee the services provided to alleged victims in relation to Specialist Chambers' proceedings, as provided for in the Specialist Chambers' Rules of Procedure and Evidence, including by ensuring adequate assistance and legal representation, the provision of the requisite notifications and information, as participating victims are entitled, and ensuring individual victims' protection, as appropriate through all stages of proceedings;
- To ensure the proper administration, oversight and monitoring of victims' participation legal assistance budget;
- To ensure that the representation of victims meets internationally recognized standards through rigorous procedures based on agreed eligibility and selection criteria for Victims' Counsel and support teams, monitoring and management of an effective complaints procedure;
- To ensure gender sensitive measures and expert input, advice and representation in relation to victims of sexual violence at all stages of proceedings, as well as the training of staff of the Victims' Participation Office and Victims' Counsel, on issues of trauma, sexual violence, security and confidentiality;
- To act as a second Victims' Counsel and/or provide witness representation, if required;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- Successful completion of University studies of at least four (4) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's degree

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of four (4) years at management level.

#### Specification of Education and Experience

- The above mentioned University degree must be in Law;
- A minimum of twelve (12) years of progressively responsible practical legal experience, preferably in victim-related issues;
- Managerial experience, preferably within or in relation to an international, hybrid or national criminal court;
- Experience in drafting legal documents, preferably legal texts and court filings, as well as experience as a lawyer in criminal and/or tort-related matters;
- Experience in dealing with victims' needs and requests, preferably including outreach in relation to victims of crimes committed on a large scale;
- Excellent organisational skills, including experience in managing filings and applications, and employing electronic data management systems;
- Excellent communication skills in English, both written and oral;
- Excellent interpersonal skills, including the ability to interact responsibly within the organisation and with other institutions in highly sensitive matters;
- 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, constructive working relationships with people from different national and cultural backgrounds;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in setting up, reforming or managing an office handling victims' applications for participation in proceedings or for reparations, at an international, national or hybrid criminal institution;
- Experience in managing common legal representatives for victims;
- Experience in acting as a common legal representatives, especially for victims;
- Experience in handling confidential information with tact, discretion and accuracy, and experience in the implementation of protective measures;
- Specialist knowledge and/or experience of particularly vulnerable victim groups, such as children and/or victims of sexual or gender based violence;
- International experience in crisis areas within multi-national and international organizations in the criminal justice and/or human rights field;
- Good understanding of the political situation in the Balkans, in particular Kosovo, and preferably also of the situation of victims of serious crimes.

<b>Position:</b> Deputy Head of Human Resources Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 164	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b>
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Human Resources Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Deputy Head of Human Resources Unit reports to the Head of Human Resources Unit.

### Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of Unit, as required;
- To develop and implement policies, tools and internal controls for Human Resources (HR) related issues to ensure consistency, fairness and transparency of HR decisions;
- To assist the Head of Unit with a variety of special assignments requiring research, data analysis and reporting;
- To advise and support the Head of Unit in managing and overseeing the work of the staff in the Unit taking into consideration organisational priorities;
- To support the Head of Unit in advising/assisting staff on applicable rules, also in relation to the conflict resolution processes;
- To advise and provide support in the HR management of the Kosovo Specialist Chambers and Specialist Prosecutor's Office, namely in planning, development and management of the Recruitment, Staff Administration (including correct calculation of monthly payrolls and other financial/HR entitlements), Training and Performance Management and other related HR functions;
- Under guidance of the Head of Unit, to draft regulations, administrative instructions and policies or guidance that are necessary for the HR function, compliant with the EU legislation and internal rules and procedures;
- Under the guidance of the Head of Unit, to carry out administrative/financial tasks necessary for the functioning of the Unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget performance and performance indicators;
- To contribute and support the development and implementation of required HR systems, automations, processes and tools in order to improve productivity and efficiency of the HR activities;
- To advise and support in coordinating external and internal audits;
- To liaise and cooperate on HR issues with the relevant internal and external actors, as necessary;
- 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 educational requirements, out of which a minimum of three (3) years of management experience.

#### 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, Human Resources Management or other related university studies;
- A minimum of three (3) years of management experience in HR related matters in an EU institution, CSDP Mission or an international organization or hybrid criminal court;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-national environment;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Knowledge of the EU rules and regulations, HR policies, procedures and practices;
- Knowledge of financial transactions and general procedures;
- Experience in conciliation/mediation;
- Good understanding of the political, cultural and security situation of the Balkans, in particular, of Kosovo.

<b>Position Name:</b> Deputy Head of Language Services Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Management Level ML-1
<b>Reference number:</b> 172	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Kosovo Specialist Chambers/ Judicial Services Division/ Languages Services Unit	<b>Level of Security Clearance:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Deputy Head of Language Services Unit reports to the Head of Language Services Unit (LSU).

### Main Tasks and Responsibilities:

- To deputise for and carry out the duties and responsibilities of the Head of LSU, as required;
- To assist the Head of LSU and provide advice on planning, organizing and managing the work of the Unit;
- To recommend action to the Head of LSU on personnel, budgetary, procedural and other matters relating to the efficient operations of the language service;
- To assist the Head of LSU in preparation and review of the LSU budget proposals, as well as in the management and implementation of the approved budget;
- To assist the Head of LSU in formulating instructions and guidelines governing the work of translators, revisers and interpreters and oversee their implementation, as required;
- To supervise and manage the LSU staff and contractors, as required, and to promote the best utilization of their skills and experience;
- Depending on specific qualifications and previous experience, to perform the duties of senior interpreter and/or reviser in his/her working languages; to make authoritative linguistic determinations and to direct the conduct of terminological and referencing research, as required;
- To assist the Head of LSU in organising the testing of candidates for employment, including prospective freelance and contractual translators, interpreters and revisers, and make recommendations for selection;
- To draft necessary terms of reference and other technical requirements (reflecting industry standards) for framework contracts for language services, as required, in cooperation with the Procurement Unit;
- To represent LSU in internal and external meetings of the organisation and to liaise with other units, as required, in order to optimise coordination within the organization;
- To establish and maintain contacts with corresponding institutions and professional organisations, as required, with a view to adopting best practices and developing good cooperation;
- To undertake any other related tasks as required by 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, out of which a minimum of three (3) years of management experience.



#### Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Law, Interpretation and/or Translation Studies or other related university studies;
- A minimum of three (3) years of management experience in an international organisation or international or hybrid court;
- A minimum of seven (7) years of conference interpretation or translation experience, preferably in the context of an international organisation or international or hybrid court;
- Experience in organising the provision of language services, recruiting and managing freelance interpreters and/or translators;
- Excellent analytical, planning, organisational, drafting and IT skills;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Demonstrated ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationship with people from different national and 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

- Knowledge of established practices and recent developments in language services in the EU context;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Information Technology (IT) Security System Administrator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 184	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Information Technology (IT) Security System Administrator reports to the System Network Engineer.

### Main Tasks and Responsibilities:

- To verify and ensure the security posture of IT systems;
- To perform routine security monitoring of the Information and Communication Technologies (ICT) network and look into anomalies, IT events and incidents on the network and IT infrastructure;
- To detect and investigate anomalies, IT events and incidents on the internal and external networks, and IT infrastructure;
- To participate in IT security and forensic investigations, and recommend/implement remedial measures;
- To ensure the working and effectiveness of the Security information and event management (SIEM) and other security tooling in place;
- Perform IT security administration;
- To assist in the design, implementation, maintenance and continuous improvement of a secure networking and IT infrastructure environment;
- To monitor, administer, troubleshoot, augment & patch IT infrastructure components to ensure uninterrupted and secure service;
- To identifying and flag problems arising from recurring systematic or procedural defects concerning the network and IT infrastructure, and subsequently initiating action to resolve them;
- To liaise and cooperate with the IT/Information Security Officer on IT Security issues, also with external cyber security providers for threat intelligence, incident support and assessments/tests;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- Level of secondary education attested by a diploma
- AND
- A minimum of ten (10) years of relevant professional experience, after having fulfilled education requirements.

#### Specification of Education and Experience

- At least eight (8) years of experience with IT operations in an IT environment with using a broad range of IT technologies including virtualization, switching, storage, optimization, management systems, security systems;
- Technical training in Network security and/or IT security;
- At least four (4) years of experience in the use of Splunk;
- Knowledge of Wireshark, Python or PowerShell, and building use cases;
- Knowledge of network protocols, firewalling, log analysis and Windows technology;

- Ability to perform routine administration tasks to patch systems, change firewall rules and adapt technical policies;
- 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.

Desirable

- Certifications in Splunk, incident response, penetration testing, SOC analysis, Windows server, VMware, or Cisco networking;
- Experience in the use of Splunk or other and SIEM technology;
- International experience, particularly in an international organization or a hybrid court system;
- Affinity with streaming & broadcasting environments.

<b>Position:</b> Finance and Budget Officer (ITSU)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 192	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Finance and Budget Officer (ITSU) reports to the Head of Information Technology Services Unit.

### Main Tasks and Responsibilities:

- To support the Head of Information Technology Services Unit (ITSU) in the financial and administrative management of the Unit activities in line with the relevant internal and EU rules, legal instruments, planning documents and instructions;
- To be responsible for the internal process of validation and approval of budgetary commitments, payments, contracts and order forms, management of other means of payment, collection of revenue and recovery of amounts established as being receivable, including availability of funds, procurement thresholds and the correct classification to budget lines, analysis of budget data, cost estimates, monitoring of expenditures and coordination of reallocation of funds when necessary;
- To prepare, present and maintain the accounts, carry out reconciliation (bank, fixed assets, etc.);
- Act as ITSU focal point and prepare for its internal and external audits;
- To liaise and cooperate on financial, budgetary and procurement issues with the relevant internal and external actors, including drafting routine correspondence;
- To prepare, gather, maintain, keep up-to-date and ensure the integrity, accuracy and timely submission of files, contracts, orders, , budgetary and financial reports, and other documents, as necessary;
- To be responsible for a variety of assignments requiring extensive research and data analysis, including budgetary, accounting, payments procurement;
- To develop and implement essential procedures, tools, internal controls and training materials for financial reporting and budgeting processes;
- To advise and support in identifying needs for goods and/or services required, technically defining the appropriate requirements to cover these needs and participating, as appropriate, in the correspondent processes to procure these goods and services;
- 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 seven (7) 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: Economics, Finance, Management, Accounting, Budgeting or other related university studies;
- Experience in the implementation of budgetary and financial processes and regulations;
- Excellent computer skills in MS Office applications;

- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to prioritise and manage a high workload on occasions;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Relevant work experience in IT environment;
- Relevant work experience in an EU institution, CSDP Mission, international organisation or hybrid criminal court;
- Knowledge of EU rules and regulations related to financial and procurement matters;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

<b>Position:</b> Prosecutor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 528	<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/ Trial Team Unit (Trial Teams)	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Prosecutor reports to the Deputy Specialist Prosecutor through the Head of Investigations (Prosecutions).

### Main Tasks and Responsibilities:

- To supervise, manage, coordinate and direct the work of staff within the assigned team, as delegated by the Head of Investigations (Prosecutions);
- To conduct, under day to day supervision of the Head of Investigations (Prosecutions), the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including suggesting and contributing to the implementation of prosecutorial strategies and objectives, managing and supervising the preparation of components of any trials;
- To coordinate and oversee daily investigative and prosecutorial tasks within the assigned team;
- In coordination with the Senior Legal Advisor, to assist the Head of Investigations (Prosecutions) in ensuring case management and legal filings, disclosure, assist in the drafting of indictments and other written submissions carrying out quality management for all written submissions;
- To assist in the indictment and evidence reviews;
- To communicate with the Defence, the Legal Representatives for Victims and external persons and entities, as appropriate;
- To ensure operational coordination with teams managed by the Senior Legal Advisor and the Head of Investigations (Prosecutions);
- To serve as a Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings, as appropriate;
- 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 at least one of the following fields of expertise:  
Law or other related university studies;
- A minimum of ten (10) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least seven (7) years in serious crimes and with substantial in-court advocacy experience in criminal proceedings;
- Experience working in diverse legal systems;
- Ability to coordinate the work of others, to work towards deadlines and handle concurrent activities;

- Demonstrated sound judgement;
- Excellent interpersonal and communication skills in English, both written and oral;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions.

<b>Position:</b> Associate Prosecutor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 529	<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/ Trial Team Unit (Trial Teams)	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Associate Prosecutor reports to the Head of Investigations (Prosecutions) through a Prosecutor.

### Main Tasks and Responsibilities:

- To conduct, under the overall direction of the Head of Investigations (Prosecutions) and the day to day supervision of a Prosecutor, the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including suggesting and contributing to the implementation of prosecutorial strategies and objectives, managing and supervising the preparation of cases/components of the trial;
- To assist in the coordination of daily investigative and prosecutorial tasks within the assigned Trial Team;
- To participate in indictment and evidence reviews;
- To conduct and participate in field activities, and when required to attend crimes scenes and exhumation sites;
- To prepare and assist in the preparation of legal submissions (including indictments, briefs, motions, responses, replies, correspondence, memoranda etc.) in the course of investigations and prosecutions;
- To communicate with the Defence, the Legal Representatives for victims and external persons and entities, as appropriate;
- In coordination with the Senior Legal Advisor, to assist the Head of Investigations (Prosecutions) and the Prosecutors in ensuring case management and legal filings and to assist in drafting of indictments and other written submissions and carrying out quality management for all written submissions;
- To assist in timely and fully compliant legal disclosure;
- To serve as a Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings, as appropriate;
- 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 seven (7) years of relevant professional experience, after having fulfilled the education requirements.

#### Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise:  
Law or other related university studies;



- A minimum of seven (7) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least five (5) years in serious crimes;
- Experience working in diverse legal systems;
- Demonstrated sound judgement;
- Excellent interpersonal and communication skills in English, both written and oral;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position:</b> Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 532	<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/ Investigations and Analysis Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Analyst reports to the Senior Analyst.

**Main Tasks and Responsibilities:**

- To provide analytical support to Prosecutors, Investigators and Legal Officers of the Specialist Prosecutor's Office (SPO), including:
  - collate and synthesize multi-sourced data, information and evidence,
  - research, collation, analysis and delivery of assessments leading to investigative opportunities,
  - identifying evidential gaps, strengths and weaknesses in factual assertions,
  - link analysis and the production of individual profiles,
  - the preparation of analytical products, demonstrative evidence and/or visual aids for the presentation of evidence for trial purposes,
  - assist in the collection of evidence, ensuring that the necessary evidentiary chains are established and maintained,
  - participate in the acquisition and analysis of general intelligence and evidence including preparation for witness and suspect interviews,
  - participate in field activities, when required,
  - other analytical products and support related to a criminal investigation and prosecution;
- To support in the collation of evidence for disclosure, carrying out evidence review and assisting in the compilation of bundles for disclosure and/or trial presentation;
- To participate in and assist in indictment review;
- 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- A minimum of seven (7) 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, Police Science, Intelligence, Criminology, History, Social Sciences or other related university studies;
- A minimum of seven (7) years of progressively responsible professional experience in the Police/Military/criminal justice system, or a related field, in particular with regard to international criminal investigation and prosecution;
- Extensive and progressive professional experience in evidence analysis and/or complex data, and in the preparation of all types of evidence for submission at trial;

- Comprehensive knowledge of research and analytical techniques;
- Demonstrated ability to edit and critically assess expert and analytical reports;
- Excellent working knowledge of analysis and document management software and tools;
- Ability to acquire useful information from a variety of sources and excellent writing skills for drafting accurate reports;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Familiarity with the use of analytical software, platforms and tools such as Analyst's Notebook or equivalent;
- Experience in the investigation and prosecution/defence of war crimes or organised crime in a national jurisdiction, hybrid national or international court or tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Working knowledge of written and spoken Albanian and/or Serbian.

<b>Position:</b> Investigator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-2
<b>Ref. number:</b> 536	<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/ Investigations and Analysis Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Investigator reports to the Head of Investigations (Prosecutions).

### Main Tasks and Responsibilities:

- To carry out international law enforcement liaison and coordination at the operational level;
- To examine all material, prepare, plan, develop and coordinate activities relevant to the investigations of the Specialist Prosecutor's Office (SPO), including interviewing of victims and witnesses, and gathering of evidence, as directed and supervised by the Head of Investigations (Prosecutions) and the SPO Prosecutors;
- To attend crime scenes and exhumation sites, as required;
- To carry out, plan and advise on strategies relating to obstruction of justice investigations;
- To prepare clear and concise reports, and maintain accurate prosecution investigation files;
- To ensure the appropriate handling and distribution of sensitive investigation-related documentation, both electronically and in a hard copy, in accordance with the EU regulations and internal procedures;
- To implement policies and procedures towards the goals and objectives of the SPO;
- To provide in a timely and accurate manner any information and deliverables relevant for the Management;
- To use and update electronic systems and databases employed by the SPO;
- To carry out any investigative actions provided for under applicable laws and Rules of procedure and evidence;
- To act as police;
- 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank

#### AND

- A minimum of seven (7) 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, Police Science, Intelligence, Criminology, Social Sciences or other related university studies;
- A minimum of seven (7) years of progressively responsible professional experience in the Police/Military, preferably with regard to international or cross-border criminal investigations;

- Experience in the investigation of war crimes, organised crime or other complex criminal cases, including the knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;
- Knowledge of and experience with up to date investigative techniques and strategies;
- Knowledge of victim support issues in relation to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Demonstrated sound judgement;
- Excellent interpersonal and communication skills in English, both written and oral;
- Willingness/preparedness to undertake extensive duty traveling on short notice;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to build trust and to establish and maintain effective and 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

- International experience, particularly in crisis areas;
- Familiarity with the use of analytical software, platforms and tools such as Analyst's Notebook, or equivalent,
- Substantial knowledge of the functioning of the international criminal courts and other investigative instances, as well as the EU and CSDP missions;
- Knowledge of Albanian and/or Serbian language.

<b>Position:</b> Senior Investigator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-1
<b>Ref. number:</b> 562	<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/ Investigations and Analysis Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior Investigator reports to the Head of Investigations (Prosecutions).

### Main Tasks and Responsibilities:

- To plan, coordinate and carry out investigative strategies and actions provided for under applicable laws and Rules of procedure and evidence, including the methodology, timing and sequencing of their execution, with the aim of contributing to the achievement of the prosecutorial objectives of the Specialist Prosecutor's Office (SPO);
- To examine, interpret and evaluate material gathered by the SPO, and to provide expert advice in this regard;
- To prepare, plan, develop and coordinate activities relevant to the SPO investigations, including but not limited to interviewing of victims, witnesses and insiders, gathering of evidence, attending crime scenes and exhumation sites as directed and supervised by the Head of Investigations (Prosecutions) and the SPO Prosecutors;
- To locate, engage with and handle persons of interest, in particular witnesses and insiders, in a manner that preserves the security and integrity of the SPO investigations;
- To coordinate and advise on the implementation of risk management strategies and methodologies across the full range of the SPO investigations and missions;
- To present findings and advice/feedback to the SPO Management in the form of clear, concise and well-supported briefs and reports;
- To coordinate information collection, collation and analysis tasks undertaken by the SPO Investigators and Analysts, where appropriate, and to review and summarise their findings for the SPO Prosecutors;
- To develop, train and mentor other team members in respect to investigative activities and techniques;
- To ensure a proper handling of all investigation files and quality control over all deliverables of Investigators;
- To act as police and to perform the tasks and responsibilities of Investigator as and when required;
- 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank

### 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, Police Science, Intelligence, Criminology, Social Sciences or other related university studies;
- At least ten (10) years of professional experience in conducting, coordinating large-scale and complex investigations with a transnational character related to war crimes, organised crime, trafficking or serious human rights abuses;
- At least three (3) years of management experience in terms of a lead role in investigations, coordination and/or supervising of others;
- Substantial experience in drafting investigative reports, evidential summaries and other related documents, with excellent research, analytical and legal drafting skills;
- Substantial experience working with informants, covert human intelligence sources and/or insiders, and in generating leads and evidence from such individuals, in particular in cases with extensive cross border and/or international dimensions;
- Significant background in risk management and risk mitigation in investigation operations, in particular on missions involving contacts with informants or sources in international settings;
- Experience working in diverse legal systems;
- Willingness/preparedness to undertake extensive duty traveling on short notice;
- Authorised to carry and be issued a personal weapon if seconded, or be prepared to be trained in their use, if contracted;
- Tact, accuracy and discretion in handling sensitive information and confidential information;
- Demonstrated sound judgement;
- Excellent interpersonal and communication skills in English;
- Ability to build trust and 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience in carrying out complex investigations related to the Western Balkans region;
- Substantial knowledge of the functioning of international criminal courts and other investigative instances, as well as the EU and CSDP Missions.
- Knowledge of Albanian and/or Serbian Language.

<b>Position:</b> Associate Interpreter/Translator (Albanian and Serbian)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 563	<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/ Language Support Team	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Associate Interpreter/Translator (Albanian and Serbian) reports to the Language Support Services Coordinator (SPO).

### Main Tasks and Responsibilities:

- To provide the first level translation from Serbian and Albanian into English, and vice versa;
- To review documents in Serbian and Albanian and prepare as required for disclosure and/or other evidentiary requirements;
- To serve as official verbatim interpreter for the Specialist Prosecutor's Office (SPO) by providing simultaneous and consecutive interpretation from Serbian and Albanian into English, and vice versa, during all stages of the investigations and of the proceedings;
- To carry out research tasks involving Serbian and Albanian language sources necessary to the investigations and proceedings conducted by the SPO;
- To summarise, review, evaluate and catalogue Serbian and Albanian language material relevant to the SPO's investigations and proceedings;
- To support staff members regarding cultural norms and expectations to facilitate interactions in Serbian and Albanian-speaking communities;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- A level of secondary education attested by a diploma
- AND
- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements.

### Specification of Education and Experience

- At least three (3) years of relevant work experience in an international criminal or hybrid tribunal, or international organisation;
- Knowledge of legal terminology, including criminal and/or civil law;
- Professional proficiency in English, Serbian and Albanian.
- 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

- Accredited Translator/Interpreter and/or experience with linguistic work in a judicial setting;



- Good understanding of the political, cultural and security situation of the Balkans, in particular Albania and Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances.