

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office 4-2018 Call for Contributions	
Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office
Job Location:	The Hague, the Netherlands
Employment Regime:	As indicated below

	Ref.:	Name of the Position	Availability
Job Titles/Vacancy Notice:	<u>Seconded/Contracted</u>		
	008*	Head of Facility Management and General Services Unit	01 April 2019
	009*	Special Assistant to the Registrar/Deputy Registrar	01 April 2019
	017*	Head of Security and Safety Unit	01 April 2019
	018*	Senior Information and Records Management Advisor	01 April 2019
	019*	Head of Witness Protection and Support Office	01 April 2019
	038**	Outreach Coordinator	ASAP
	041***	Legal Officer (Ombudsperson's Office)	ASAP
	062**	Language/Administrative Assistant (Albanian/Serbian)	ASAP

	063**	Finance Assistant	ASAP
	067*	Reviser (Albanian into English)	01 April 2019
	068-1*	Translator (Serbian)	01 April 2019
	072	Deputy Head of Detention Management Unit	ASAP
	075**	Language/Administrative Assistant	ASAP
	077*	Protection Officer	01 April 2019
	078*	Associate Protection Officer	01 April 2019
	095**	Senior Witness Protection Officer	ASAP
	100	Budget Assistant	ASAP
	115*	Audio Visual Technician	01 April 2019
	134*	Safety and Training Coordinator	01 April 2019
	502*	Deputy Specialist Prosecutor	01 April 2019
	504*	Executive Assistant	01 April 2019
	507** (3 positions)	Operational Security Officer	ASAP
	510*	Operational Support Officer (Procurement and Contracts Management)	01 April 2019

	515*	Witness Security and Handling Team Leader	01 April 2019
	516**	Witness Security Officer	ASAP
	520*	Language Services Officer (Team Leader)	01 April 2019
	521*	Reviser (English)	01 April 2019
	522	Interpreter/Translator (English/Albanian)	ASAP
	528 (3 positions) (1 position*)	Prosecutor	ASAP/ 01 April 2019
	529**	Associate Prosecutor	ASAP
	531*	Senior Analyst	01 April 2019
	534*	Associate Database and Information Officer	01 April 2019
	536 (1 position) (1 position*)	Investigator	ASAP/ 01 April 2019
	543*	Senior Investigative Advisor	01 April 2019
	549	Head of Investigations (Prosecution)	ASAP
	550	Special Assistant to the Specialist Prosecutor	ASAP
Deadline for Applications:	25 January 2019 at 17:00 hours (Brussels time)		

<p>E-mail Address to send the Job Application Form to:</p>	<p><u>For seconded candidates:</u></p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list up to 3 positions and rank them in order of priority. It is essential that both the job title AND the corresponding reference number are clearly marked in the form. No more than 3 priorities will be taken into account. Furthermore, only one application per candidate will be accepted. Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) schr@eeas.europa.eu</p> <p><u>For contracted candidates:</u></p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, as indicated in the job descriptions, should use the standard application form (Annex 2). Only one application form with no more than 3 priorities per candidate will be accepted. Contracted candidates are kindly requested to send the respective application forms using the Annex 2 to the following email only, and not any other addresses:</p> <p style="text-align: center;">Kosovo Specialist Chambers and Specialist Prosecutor’s Office applications@scp-ks.org</p>
<p>Information:</p>	<p style="text-align: center;">For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;">Mr Jean Viala jean.viala@eeas.europa.eu</p> <p style="text-align: center;">For questions from individual applicants, please contact the Kosovo Specialist Chambers and Specialist Prosecutor’s Office</p> <p style="text-align: center;">recruitment@scp-ks.org</p>

(*) The incumbent of the post is a UK national. The selection process and the final decision is subject to the outcome of the BREXIT negotiations and/or guidance given by CPCC.

(**) The availability of this position depends on the result of ongoing selection.

(***)The availability of this position is subject to the confirmation of a request for extension.

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.

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)¹, 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 Skills² – 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.

Organizational Skills – The candidates must have excellent organizational 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.

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.

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

² [Common European Framework of References for Languages](#)

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 using the standard Application Form (Annex 2) to be returned in Word format, 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](#) on meetings and events 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).

Position: Head of Facility Management and General Services Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 008	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Facility Management and General Services Unit reports to the Head of Division of Administration.

Main Tasks and Responsibilities:

- To lead, develop and manage the performance of the Facility Management and General Services Unit (FMGSU) team, maintaining effective communications, a collaborative environment and constructive working relationships within the Unit, with Management and across the other units of the Kosovo Specialist Chambers (KSC);
- To lead the strategic development of the Facility Management and General Services' function and related services in support of the KSC's objectives;
- To oversee and be responsible for the successful service delivery of FMGSU's services and projects and to work in collaboration and coordination with other units within the KSC;
- To act as the Programme Manager relating to the premises of the Specialist Chambers and the Specialist Prosecutor's Office;
- To implement the prepared and/or prepare an action plan in close co-operation with the relevant Host State authorities and under the supervision of the Registrar, including repurposing/upgrading, construction or fit-out proposals for any future alterations, as well as a maintenance strategy for the facilities and equipment in accordance with contractual parameters, industry standards and safety regulations, providing a healthy and safe environment for staff, clients and visitors;
- To plan and coordinate the FMGSU services including distribution of office, improvement of the shared spaces, sanitation, meeting/conference rooms facilities and the cafeteria in accordance to changing human resources, organizational and operational requirements. Continuously to look for a judicious and cost-effective utilization of the office premises;
- To provide efficient procurement and contract management of in-house and external service providers and building operations, and to prepare documents to issue tenders for contractors and tender analysis to ensure the most economically advantageous tenders;
- To supervise and coordinate the work of external contractors, including the establishment of key performance indicators to monitor their efficient performance benchmarked against recognized industry standards;
- To provide all hard and soft FMGS services in Court locations, reporting to the Procurement and management, and in liaison with the relevant contractors and the other actors in order to ensure the optimization and timely efficient delivery;
- To review and develop processes, key performance indicators and procedures related to all the FMGS services and to provide policy guidance and advice on the operation and maintenance of support services, as well as on facilities and general services relevant policies and procedures;
- To prepare the FMGS training plans and procedures in the fields of building and service engineering and maintenance;
- As FMGSU budget holder, to be responsible for the preparation of the FMGSU budget, assigning and monitoring of performance parameters and critical indicators, including operational

maintenance, running costs and any future planned capital costs, reporting on budget /programme performance, and preparation of inputs for the budget and managing of FMGSU contracts;

- 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 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: Architecture, Civil Engineering, Management or other related university studies;
- A minimum of seven (7) years of progressively responsible experience in construction, building management and maintenance or related field, in a managerial level;
- Substantial experience in designing, remodeling and/or managing large business premises, preferably national or international court facilities;
- A proven track-record of successfully managing projects within time and budget constraints;
- Excellent analytical, planning, organizational, drafting and IT skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to find creative and pragmatic solutions matching client's specific needs with limited resources, while respecting industry standards;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Technical training in a related field (e.g. Registered Architect, construction, building management, project management, etc.);
- Experience in the set-up of an international or national judicial institution;
- Knowledge of the functioning of the EU and/or CSDP missions;
- International experience, particularly with multi-national and international organizations.

Position: Special Assistant to the Registrar/ Deputy Registrar	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 009	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Kosovo Specialist Chambers/ Chambers Legal Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Special Assistant to the Registrar/Deputy Registrar reports to the Registrar.

Main Tasks and Responsibilities:

- To accompany the Registrar and Deputy Registrar, as required, to meetings and events and to make necessary preparations and take minutes at meetings;
- To prepare draft reports and documents and monitor follow-up activities as requested;
- As requested by the Registrar, to coordinate with CPCC and other institutions, to review and provide input to reports, strategic planning and policy documents of the Registry;
- To coordinate the work of the Immediate Office of the Registrar;
- To assist and support the Immediate Office of the Registrar with all matters related to making protocol arrangement in the Host State and in Kosovo;
- To provide support and advice on legal, policy or strategic matters and on diverse and complex questions in relation to the Registrar's and Deputy Registrar's mandate;
- To conduct research on a diverse range of assigned issues in criminal law, international law, international humanitarian law and other area(s) of specialization using multiple research sources;
- To select relevant material, analyse information and present findings for internal review in either written or oral form;
- To assist the Legal Counsel in conducting research and preparing policy and legal documents, including directives and SOPs;
- 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, Political Science, International Relations or other related university study;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent sense of organization, ability to identify priority assignments and activities and to manage efficiently multiple tasks;
- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with a minimum supervision;

- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Experience as Legal Advisor/Legal Officer in an international environment;
- Previous experience in criminal proceedings, whether at the international or domestic level;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to perform under stress and in difficult circumstances.

Position: Head of Security and Safety Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 017	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Security and Safety Unit reports to the Registrar directly or through the Head of Administration, as appropriate.

Main Tasks and Responsibilities:

- To lead, develop and manage the performance of Security and Safety Unit (SSU) team, maintaining effective communications, a collaborative environment and constructive working relationships within the Unit, with Management and across the other units of the Kosovo Specialist Chambers (KSC);
- To lead the strategic development of the SSU's function and related services in support of the KSC's objectives;
- To oversee and be responsible for the successful service delivery of SSU services and projects and to work in collaboration and coordination with other units within the KSC;
- To provide authoritative advice to the Registrar and other senior officials on all matters pertaining to the security and safety of the Specialist Chambers and the Specialist Prosecutor's Office, its staff, assets, judicial proceedings and operations;
- To establish, manage and coordinate the court police function of the Specialist Chambers Registry;
- To identify the security and safety risks to the Specialist Chambers and the Specialist Prosecutor's Office and to advise on appropriate measures to mitigate identified threats and vulnerabilities;
- To ensure that the Security and Safety Unit is effectively governed, resourced, trained and operationally fit for its mandated purpose;
- To ensure effective liaison and practical working arrangements through establishing contacts at the strategic, operative and tactical levels of the Host State security apparatus;
- To ensure the alignment and implementation of organizational security and safety policies in accordance with the EU governance and Host State obligations, as applicable;
- As SSU budget holder, to be responsible for the preparation of the SSU budget, assigning and monitoring of performance parameters and critical indicators, reporting on budget /programme performance, and preparation of inputs for the budget and managing of SSU contracts;
- 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 four (4) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise: Security Management, Law, International Relations, Emergency Management, Police or Military Sciences or other related university studies;
- Extensive professional experience at the management level in the civilian security field or Police and/or Military, in particular with regard to the security/protection of personnel, facilities and assets, preferably with a multi-national subordinate staff contingent;
- Experience in the control of services providing detainee custody, safety management, physical security, security screening and access control services;
- Experience in planning, assessment and execution of security related operations within both headquarters and field environments;
- Prior administrative responsibilities in relation to financial, equipment and personnel control;
- Prior experience in the assessment of institutional security threats, development of operational security procedures and implementation of self-defined risk mitigation measures;
- High sense of integrity, sensitivity, discretion and good judgement;
- Excellent analytical, planning, organizational, drafting and IT skills
- 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.

Desirable

- Relevant experience preferably within an international, hybrid or national criminal court;
- Recognized certification in security disciplines, such as Security Management, Physical Security, Information Security, Investigations and/or Analysis;
- Knowledge of EU security policies and security organizations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Senior Information and Records Management Advisor	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 018	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit Kosovo Specialist Chambers/ Immediate Office of the Registrar	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Information and Records Management Advisor reports to the Registrar.

Main Tasks and Responsibilities:

- To serve as a focal point to provide advisory services and compliance advice for electronic, manual and audio-visual records, including administrative and judicial records, document and archives management to all functions of the Specialist Chambers;
- To draft and implement relevant organization wide strategies, policies, guidelines and procedures in accordance with established international recordkeeping and archival standards that reflect information needs, business workflows, technological architecture, legacy strategy and information security requirements;
- To assist in the drafting and implementation of document sensitivity, classification and handling policies to ensure the confidentiality of administrative and judicial records, the maintenance of witness protection measures and adherence to EUCI standards;
- To assist in the specification of requirements for court management or enterprise content management systems, including registration, storage, retrieval, classification, categorization, collaboration, workflow, records retention, and digital preservation;
- To participate in relevant project teams implementing court management or enterprise content management systems of the Specialist Chambers;
- To ensure the appropriate preservation of records and archives, including appropriate archiving facilities meeting the highest industry standards and, to this effect, to manage a network of records, archive and information custodians throughout the Specialist Chambers;
- To act as the Data Protection Officer for the Specialist Chambers and ensure compliance with the EU Data Protection Directive 95/46/EC or General Data Protection Regulation, where appropriate, when processing personal data;
- To initiate regular audits of compliance with record-keeping policies and standards and information security access policies;
- To draft and implement information governance, information security and information management policies and standards, including master data management, records management and digital preservation of enterprise content and data management systems and business applications, in cooperation with the Information Technology and Information Security functions;
- 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 four (4) years of management experience.

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise: Archival or Library Science, History, Information and/or Records Management or a related field;
- In-depth knowledge of archiving and record-keeping principles and norms;
- Experience in developing policies and systems for the storage, classification and handling of documents, retention and disposition plans, as well as databases;
- Knowledge and experience of working with strict information security regimes and secure archives;
- Knowledge and experience of managing personal data under European Data Protection legislation;
- Excellent analytical, planning, organizational, drafting and IT skills;
- 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.

Desirable

- Previous experience setting up an archiving and records management system for an international, hybrid or national criminal court;
- Experience as an Archivist or Records Manager at a national, hybrid or international court;
- Experience managing digital records and archives;
- Experience in Project Management;
- Knowledge of EU document handling and confidentiality regulations and policies;
- International experience, particularly in crisis areas with multi-national and international organizations;
- 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.

Position: Head of Witness Protection and Support Office	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 019	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/Witness Protection and Support Office	Security Clearance Level: EU SECRET or equivalent	Open to Third Contributing States: Yes

Reporting Line:

The Head of Witness Protection and Support Office reports to the Registrar/Deputy Registrar.

Main Tasks and Responsibilities:

- To lead, develop and manage the performance of Witness Protection and Support Office (WPSO) team, maintaining effective communications, a collaborative environment and constructive working relationships within the Office, with Management and across the other units of the Kosovo Specialist Chambers (KSC);
- To lead the strategic development of the WPSO's function and related services in support of the KSC's objectives;
- To oversee and be responsible for the successful service delivery of the WPSO's services and projects and to work in collaboration and coordination with other units within the KSC;
- To report regularly to the Registrar on all matters appertaining to the operational function of the WPSO;
- To implement policy and guideline protocols to ensure implementation of mandated activities;
- To ensure that the quality of service support provided by the WPSO is conducive for victims and witnesses;
- To coordinate with the managerial level staff and to supervise programs to ensure that the logistical and administrative operations of staff in the WPSO operate effectively and efficiently;
- To monitor victims and witnesses physical, emotional and psychological well-being, including provision of professional psycho-social assessment and counselling and debriefing of witnesses;
- To oversee the administration of allocated funds, obligations and disbursements, according to the EU financial protocols;
- To liaise with the Host State and the national and international organizations to establish working agreements, protocols and procedures on relocation, protection, transportation, safety, safe housing and other related support for victims and witnesses or as necessary for WPSO operations;
- To ensure that the WPSO staff is appropriately trained to perform their functions and sensitized to the strictly confidential nature of victims and witnesses related data;
- As WPSO budget holder, to be responsible for the preparation of the WPSO budget, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, and preparation of inputs for the budget and managing of WPSO contracts;
- 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank.

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 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: Law Enforcement, Police Sciences, Military Sciences, International Relations, Risk Management or other related university studies;
- Minimum of ten (10) years of proven professional experience in witness protection in a national or international organization;
- Experience in supervising witness protection personnel in an organization and/or international criminal or hybrid court;
- Experience in managing budgetary and financial responsibilities;
- Comprehensive knowledge of victim and witness protection matters and threat assessment;
- Experience in witness management and dealing with sensitive and/or traumatized witnesses;
- Experience in negotiations with national and international organizations at a diplomatic level;
- Good judgement to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Excellent analytical, planning, organizational, drafting and IT skills;
- 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.

Desirable

- International experience, particularly in crisis areas with multi-national and international organizations;
- Previous operational experience in Kosovo;
- Good understanding of the political, cultural and security situation of the Balkans.

Position: Outreach Coordinator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 038	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Public Information and Communication Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Outreach Coordinator reports to the Head of Public Information and Communication Unit.

Main Tasks and Responsibilities:

- To further develop and implement an effective Outreach Programme in cooperation with the Head of Unit, disseminating information and developing dialogue about Specialist Chambers' work, identifying and involving the widest relevant target groups, as well as the key partners and support organizations;
- To contribute to implementing the Specialist Chambers' Communication Strategy through various communication activities, including dealing with media queries and spokesperson duties, as required;
- To deputize for, and carry out the duties and responsibilities of, the Head of Unit, as required;
- To organize outreach events and activities, including debates, lectures, seminars and meetings in cooperation with various parties;
- To organize campaigns, events and visits ranging from general groups to high profile visitors;
- To coordinate with external stakeholders at the appropriate level;
- To regularly report to the donors of the outreach programme in line with the relevant grant agreement(s);
- To develop and hold presentations and lectures on the work of the Specialist Chambers and to provide input to speeches and outreach activities of the principals of the Specialist Chambers;
- To provide the content for the organization's newsletter, publications, public information material, relevant press releases and web and social media output;
- To ensure monitoring and evaluation of outreach performance and to prepare draft reports and documents for the Unit;
- To regularly liaise with partners in Kosovo, Serbia and other parts of the region, as 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.

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: Political Sciences, International Relations, Communications, Media, Journalism, Law or other related university studies;

- Minimum of five (5) years of experience in particular as Public Information, Communication or Outreach Officer, including working experience in an international environment;
- Excellent communication skills. both written and oral, including ability to present and defend difficult positions and complex subjects to a wide range of audiences;
- Excellent public speaking and writing skills, including preparation of reports that are clear, concise and intelligible to an audience of generalists;
- Tact, discretion and ability to present sensitive issues;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian and/or Serbian);
- Prior work experience in an international criminal or a hybrid court;
- Experience in working with affected communities;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Legal Officer (Ombudsperson's Office)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 041	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Ombudsperson's Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The position of Legal Officer is located in the Ombudsperson's Office, within the Registry. The Legal Officer reports to the Ombudsperson.

Main Tasks and Responsibilities:

- To provide specialized legal and judicial administrative advice and support to the Ombudsperson's Office;
- To draft internal instructions and operating procedures for the set-up of a fully functioning Ombudsperson's Office;
- To liaise with other units and organs, as required by the Registrar or Ombudsperson, in all matters related to the mandate of the Ombudsperson's Office;
- To advise and assist the Ombudsperson on legal and operational matters relating to the protection of fundamental human rights and freedoms according to the role and function to be provided for in the Rules of Procedure and Evidence;
- To advise and assist on the implementation and drafting of relevant policies, regulations and directives relating to the work of the Ombudsperson on the basis of the relevant Rules of Procedure and Evidence;
- To monitor relevant developments in Kosovo and international law;
- To draft legal documents related to the referral procedures under Article 113(2) and 135 (4) of the Constitution of Kosovo to the Specialist Chamber of the Constitutional Court;
- To draft legal documents related to the referral procedures under Article 135(3) of the Constitution of Kosovo to the President of the Specialist Chambers;
- To undertake any other related tasks as requested by the Line Managers.

Additional Information:

- Temporary re-assignment to other units of the Registry is foreseen 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 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, Human Rights, or other related university studies;

- Minimum of four (4) years of experience in Human Rights/Ombudsperson's related matters, in criminal justice (procedural) or judicial administration related matters;
- Good analytical and problem-solving skills;
- Excellent legal drafting and reporting skills;
- Absolute tact and discretion;
- Ability to prioritize and manage a high workload independently when required;
- Excellent organizational, interpersonal and communication skills in English (verbal, written and presentational);
- 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 of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Prior work experience within an international, hybrid or national criminal court or in the criminal justice field and in particular in crisis areas;
- Experience in legal advice/administration related to ombudsperson's matters;
- Experience in interacting with lawyers and judges from different backgrounds;
- 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.

Position: Language/Administrative Assistant (Albanian/Serbian)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 062	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language/Administrative Assistant reports to the Head of the Victims Participation Office.

Main Tasks and Responsibilities:

- To contribute to the establishment of the database for victims' applications;
- To manage, monitor and maintain records within the victims' application database and prepare statistical data as required;
- To translate victims' application forms and any accompanying documents from Albanian or Serbian into English;
- To check the application forms for completeness;
- To analyse the victims' application forms under the supervision of the Associate Legal Officer;
- To provide draft translation of documents from Albanian or Serbian into English;
- To provide consecutive interpretation in all communications with victims and any other stakeholders, as required;
- To maintain direct contact with victims and victim's applicants, as required;
- To undertake any other related tasks as requested by the Line Managers.

Additional Information:

- Temporary re-assignment to other units 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 one (1) year of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Fluency in verbal and written English and excellent command of Albanian and/or Serbian, both verbal and written;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Knowledge of database systems, such as case map, and ability to manage victims' application database;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint; Access);
- Excellent interpersonal and communication skills in English, both verbal and written;
- Willingness to travel to Kosovo, Serbia and other places, as required;
- Good analytical and problem-solving skills;

- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- 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, 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.

Desirable

- Previous working experience in a similar position in an international or a hybrid court system;
- Experience in working with possibly traumatized and vulnerable victims of serious and/or international crimes;
- Knowledge on the admissibility criteria for victims at the Kosovo Specialist Chambers and application on the case;
- 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.

Position: Finance Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 063	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Finance Assistant reports to the Head of Victims Participation Office.

Main Tasks and Responsibilities:

- To provide financial assistance to the Victims Participation Office (VPO);
- To provide support with respect to the review, analysis and preparation of the VPO's budget and its revisions;
- To assist the Head of Victims Participation Office in explanation of resource requirements for budget submissions;
- To monitor the expenditures, compare them with the approved budget and to assist in the finalization of budget performance reports;
- To coordinate with the Finance and Budget Unit on related issues during preparation of budget reports;
- To implement payment policies by reviewing invoices, analysing allotments and reviewing and auditing work plans;
- To review financial balances and to prepare detailed reports regarding projected requirements;
- To review, log and track invoices and to update counsel allotment database;
- To liaise with the Head of VPO and the Head of Finance and Budget Unit to report on and clarify payment of invoices;
- To compile monthly expenditure reports to the management for reviewing;
- To update files and other documents/reports/guidelines relevant to the legal aid payment schemes;
- To assist with internal and external audits;
- 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 one (1) year of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Proficiency in MS Office applications and in using information technology;
- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Good 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, 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.

Desirable

- Specialised training in finance and/or experience in legal aid administration;
- Knowledge of the EU financial rules and regulations, including budget procedures;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Reviser (Albanian into English)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 067-3	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Reviser 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 organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritize 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.

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.

Position: Translator (Serbian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 068-1	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Language Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Translator (Serbian) 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 translate, subject to revision, a variety of mostly legal texts from English into Serbian;
- 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;
- At least two (2) years of experience in the context of an international tribunal, an international organization or an international body dealing with legal matters;
- Native (or near-native) command of Serbian and excellent knowledge of English;
- 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 organizational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritize 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.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Special Prosecutor's Office (Albanian);
- 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.

Position: Deputy Head of Detention Management Unit	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 072	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Head of Detention Management Unit reports to the Head of Detention Management Unit.

Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of Detention Management Unit;
- To perform functions and to provide advice to the Head of Detention Management Unit in connection with all aspects concerning the implementation of the operational, logistical and legal framework of the Specialist Chambers and Registry as they apply to the detention function;
- To be responsible for the governance/management of the detention function of the Specialist Chambers in the absence of the Head of Detention Management Unit;
- To make recommendations and to provide the Head of Detention Management Unit with advice on custodial and policy matters, conceptualization, development and implementation of policies and procedures including recommending suitable provisions and mechanisms within the legal framework for the governance of the Detention Facility;
- To organize, plan, direct and supervise a suitable management and staff structure for the functions of the Detention Facility;
- To represent, liaise and negotiate on behalf of the Head of Detention Management Unit for various prison management and administrative matters, with internal sectors of the Specialist Chambers such as the Chamber, Registry, Administration as well as with external groups including, the Dutch prison and Police Authorities and ministries, diplomatic missions, other states Ministries of Justice and penal systems and other private and governmental entities as necessary;
- To liaise with the Host Prison on the application of the Service and Facility Agreement;
- To liaise with the Host Prison and the DVenO (Dutch Transport Police) on the operational application of any security protocols or procedures;
- To undertake any other related tasks as requested 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 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: Penology, Prison Management, Social Sciences, Sociology, Criminology, Psychology or other related university studies;

- Minimum of three (3) years of progressively responsible experience in Prison Management at the national or international level in custody and detention;
- Demonstrated knowledge and ability in an operational custodial setting;
- Absolute tact and discretion;
- Excellent organisational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- Excellent drafting and report writing skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to find creative and pragmatic solutions in a demanding, deadline driven environment and to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

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.

Position: Language/Administrative Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 075	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language/Administrative Assistant reports to the Deputy Head of Detention Management Unit.

Main Tasks and Responsibilities:

- To provide consecutive interpretation services to the Detention Management Unit (DMU);
- To assist monitoring compliance with the Rules of Detention and to report any irregularities to the Head of Detention Management Unit;
- To translate all documents for the DMU officials or other members of the Specialist Chambers and Registry;
- To summarize all incoming and outgoing mail and inform the Head of Unit of any possible deviations from the regulations. To monitor visits, as and when requested by the Head of Unit, and alert the Head of Unit of any irregularity;
- To select relevant gathered information from interactions and to report to the Head of Unit on a regular basis;
- To create a filing system with separate files for each detainee containing information gathered;
- To assist in preparing confidential and public correspondence and reports for the Detention Management;
- To distribute reviews and to evaluate statistical performance data, including material for annual reports, budgetary questions, performance evaluations, etc.;
- To contribute to the review, interpretation and evaluation of administrative procedures, protocols and rules;
- To advise on and prepare new guidelines, to design new and amend the present administrative systems;
- To maintain active and archival records filing systems in accordance with the requirements of the Specialist Chambers and Registry;
- 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) year of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Previous experience in working in an international organization or hybrid court;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access); proficiency in text editing and lay-outing;
- Fluency in oral and written English and Albanian;
- Excellent interpersonal and communication skills in English, both written and oral;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;

- Ability to prioritize 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.

Desirable

- Knowledge of detention policies, procedures and practices;
- Knowledge and/or experience in Public Administration as an administrative assistant/secretary;
- 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.

Position: Protection Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 077	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/Witness Protection and Support Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Protection Officer reports to the Head of Witness Protection and Support Office.

Main Tasks and Responsibilities:

- To supervise, manage and administer the Protection Program within the Witness Protection and Support Office (WPSO);
- To ensure safety and security of all witnesses testifying before the Specialist Chambers;
- To provide threat and risk assessments and to recommend effective and appropriate short and long-term measures in protecting victims and witnesses appearing before the Specialist Chambers;
- To supervise budgetary requirements for protected victims and witnesses expenses ensuring the financial due diligence;
- To assess any threat assessment for victims and witnesses and their suitability for inclusion into the WPSO Protection Program, in accordance with the Standard Operating Procedures (SOP);
- To provide expert advice in protection of victims and witnesses to the Chambers and Judges of the Specialist Chambers;
- To maintain methods for the management of confidential information related to the protection of victims and witnesses;
- To assist in developing and implementing specific protection programs and database;
- To supervise and coordinate protection operations and to liaise with government and non-government authorities for their patronage, where appropriate;
- To advise the Head of Witness Protection and Support Office on administrative, financial/budgetary and operational matters;
- To manage the staff in the Protection Unit and to apply due diligence with the financial accountability in any designated Field Office;
- To develop national and international protocols with states or organizations willing to assist the Specialist Chambers, particularly in the protection of witnesses in the WPSO Protection Program;
- To implement and update Standard Operating Procedures and to report regularly to the Head of Witness Protection and Support Office;
- To travel extensively in the field;
- 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 Enforcement, Police or Military Sciences, International Relations, Risk Management or other related university studies;
- A minimum of seven (7) years of experience in witness protection in a national or international organization and/or hybrid court;
- At least two years of management experience in witness protection personnel;
- Experience in working in a high risk/high security environment, determining levels of threat and implementing witness protection schemes, including identity change and international relocation;
- Experience in witness management and dealing with sensitive and/or traumatized witnesses;
- Good judgement to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Excellent interpersonal and communication (both verbal and written) 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 and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Authorized to carry, and be issued a personal weapon if seconded, or be prepared to be trained in their use if contracted.

Desirable

- International experience, particularly in crisis areas with multi-national and international organizations;
- Previous operational experience in Kosovo;
- Good understanding of the political, cultural and security situation of the Balkans.

Position: Associate Protection Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 078	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/Witness Protection and Support Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Protection Officer reports to the Head of Witness Protection and Support Office.

Main Tasks and Responsibilities:

- To provide protection services to all witnesses travelling to The Hague to testify before the Specialist Chambers;
- To investigate and provide threat and risk assessments and to recommend effective and appropriate short and long-term measures in protecting victims and witnesses appearing in the Specialist Chambers;
- To maintain protection files and to administer cases including financial accountability and due diligence on individual cases;
- To provide protection and support to the persons in the Witness Protection Program (WPP);
- To manage and organize highly confidential information;
- To monitor the psycho-social wellbeing/stress of witnesses and, if necessary, to brief the Support Officer and implement the measures to manage those issues;
- To maintain close relationships with national and international agencies to ensure that the necessary logistical and security co-operation and assistance are available, if required;
- To carry out specific tasks in the field, particularly to assist in arranging locations for testimony by video link;
- To provide regular updates on operational activities in the field, as needed;
- To be able to travel on extensive missions at short notice and of varying lengths of time;
- To follow and analyse the socio-political and security situation in the area of operations and to maintain knowledge of the conditions and infrastructure in the area of operations;
- To maintain a network of contacts with specialized agencies and to liaise with relevant governmental and non-governmental bodies assisting in providing protective measures;
- To uphold strict confidentiality regarding the matters relating to victims and witnesses;
- 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 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 at least one of the following fields of expertise: Law Enforcement, Police or Military Sciences, Risk Management or other related university studies;
- A minimum of three (3) years of experience in working a in high risk witness protection unit, determining levels of threat and implementing witness protection schemes, which include identity change and international relocation;
- Good judgment to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Excellent interpersonal and communication (both verbal and written) 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 and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Minimum category B driving license.

Desirable

- Previous experience working in witness protection unit in an international organization or hybrid court or tribunal, particularly dealing with judicial and non-judicial witness protection;
- Previous operational experience in Kosovo;
- Knowledge of Albanian, Bosnian, Croat and Serbian;
- Good understanding of the political, cultural and security situation of the Balkans;
- License to carry a weapon.

Additional Information

License to carry a weapon may be required. Candidates should be prepared to be trained in its use if not already in possession of the necessary licenses.

Position: Senior Witness Protection Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 095	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/Witness Protection and Support Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Witness Protection Officer reports to the Head of Witness Protection and Support Office.

Main Tasks and Responsibilities:

- To deputize for the Head of Unit, as required;
- To supervise, manage and administer the Protection Program within the Witness Protection and Support Office (WPSO);
- To ensure safety and security of all witnesses testifying before the Specialist Chambers;
- To provide threat and risk assessments and to recommend effective and appropriate short and long-term measures in protecting victims and witnesses appearing before the Specialist Chambers;
- To propose and monitor budgetary requirements for protected victims and witnesses expenses ensuring the financial due diligence and accountability and in this regard to advise the Head of Witness Protection and Support Office (WPSO);
- To evaluate any threat assessment for victims and witnesses and their suitability for inclusion into the WPSO Protection Program;
- To provide advice on the protection of victims and witnesses and in this regard to advise the Registrar;
- To maintain methods for the management of confidential information related to the protection of victims and witnesses;
- To develop, implement and ensure compliance with specific protection programs, policies, protocols and databases;
- To supervise and coordinate protection operations and to liaise with government and non-government authorities to develop national and international protocols with states or organizations willing to assist the Specialist Chambers, particularly in the protection of witnesses in the WPSO Protection Program and to ensure coordination of documents at a technical and/or tactical level;
- To manage, supervise and train the staff in the Protection Unit;
- To implement and update Standard Operating Procedures and to report regularly to the Head of Witness Protection and Support Office;
- To travel extensively in the field;
- 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, 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: Law Enforcement, Police Sciences, Military Sciences, International Relations, Risk Management or other related university studies;
- A minimum of ten (10) years of experience in witness protection in a national or international organization and/or hybrid court;
- Management experience in witness protection personnel;
- Experience in working in a high risk/high security environment, determining levels of threat and implementing witness protection schemes, including identity change and international relocation;
- Experience in witness management and dealing with sensitive and/or traumatized witnesses;
- Good judgement to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Experience in working under stressful conditions and to prioritize and manage a high workload on occasions;
- Excellent interpersonal and communication skills;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment;
- Authorized to carry, and be issued a personal weapon if seconded, or be prepared to be trained in their use if contracted.

Desirable

- International experience, particularly in crisis areas with multi-national and international organizations;
- Previous operational experience in Kosovo;
- Good understanding of the political, cultural and security situation of the Balkans.

Position: Budget Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 100	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist and advise the Budget Officer with managing the day to day budgetary financial responsibilities of the unit in coordination with the Head of Finance and Budget Unit;
- To assist with the financial control of approved budgets and supplementary budgets;
- To assist in monitoring expenditures and their correct classification to budget lines;
- To assist in coordinating reallocation of expenditures into other budget lines, if necessary;
- To assist in preparing internal and external financial reports;
- To assist in preparing reports on budget trends and forecasts;
- To assist in maintaining the register of cost centre managers and their portfolio of assigned budget lines;
- To assist in analysing budget data and to finalise cost estimates in coordination with cost centre managers;
- To assist with the set up and compliance of the budget calendar;
- To assist in coordinating and preparing future budgets proposals in coordination with the Budget Officer and the Head of Finance and Budget Unit;
- To assist in liaising and cooperating on budgetary issues with the relevant internal and external actors, including drafting routine correspondence;
- To assist with a variety of assignments requiring extensive research and data analysis;
- To assist in developing and implementing essential policies, tools and internal controls for reporting and budgeting processes;
- To assist the Budget Officer with supporting the Head of Finance and Budget Unit in the financial management of the Kosovo Specialist Chambers, namely in planning, development and management of the budget, in line with the relevant existing internal and EU rules, legal instruments, planning documents and instructions;
- To assist the Budget Officer with advising and supporting in identifying needs of 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 produce, gather, maintain and keep up-to-date files, documents, reports and guidelines, including scanning and archiving;
- To provide support to the staff members of the Finance and Budget Unit, including on accounting, payments, travel entitlements and treasury matters, when necessary;
- To undertake any other tasks as requested by the Line Managers.

Additional Information:

- Temporary re-assignment 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 eight (8) 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, etc.);
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- 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.

Desirable

- Relevant work experience in an EU institution, CSDP Missions or an international organisation or hybrid criminal court, preferably in a start-up phase;
- 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.

Position: Audio Visual Technician	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 115	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Information Technology Services Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Audio Visual Technician reports to the Courtroom Technology Supervisor.

Main Tasks and Responsibilities:

- To assist in the deployment of the Audio Visual infrastructure by deploying and configuring a variety of technical systems;
- To provide the first and second level technical support for a wide range of audio visual systems, including maintenance to ensure that downtime is minimised;
- To maintain and update trouble tickets using the helpdesk information system and to be responsible for ensuring that all the trouble tickets are closed within an agreed service level;
- To receive hardware, software, network and system problem reports via telephone, email or in person;
- To be responsible for identifying and flagging problems arising from recurring, systematic or procedural defects, software or AV technologies implementation, and subsequently initiating action to resolve them;
- To assist in all the phases of AV hardware/software specification, purchase, implementation and operation by providing experience and guidance from a support perspective;
- To assist and support the AV Directors in executing their duties;
- To provide status reports on equipment functionality and availability;
- 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

- At least five (5) years of experience in a complex Audio Visual environment, encompassing a broad range of AV technologies, including multiple robotic cameras, document cameras, digital audio conference systems, voice and facial distortion measures, video conferencing, outside broadcast;
- Technical training in the Audio Visual technology;
- Knowledge of Audio Visual technologies in a courtroom environment, cameras, recording equipment, directors systems, and presentation aids;
- Excellent interpersonal and communication skills in English (both verbal and written);
- 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 the Audio Visual systems technologies;
- ITIL Certification;
- International experience, particularly in national, international or hybrid court systems;
- Knowledge of the functioning of the EU and in particular CSDP missions.

Position: Safety and Training Coordinator	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 134	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Safety and Training Coordinator reports to the Head of Security and Safety Unit.

Main Tasks and Responsibilities:

- To act as safety advisor and training focal point for internal and external interlocutors;
- To conduct safety audits, risks assessments, specific analysis, evaluation reports and workplace inspections to maintain safe housekeeping;
- To coordinate internal and external training, maintain and administer annual training plans, coordinate and review training records in order to identify and record all training attendance and results applicable for the purpose of audit, review and performance monitoring;
- To assess, identify, design, develop, implement and evaluate all training courses, their content and efficiency;
- To coordinate with applicable third parties, such as external suppliers and technical support services, providing training services and maintenance/programming of technical security and safety training and operational systems to ensure availability of services;
- To continually monitor the viability of technical security and safety systems, identify potential risks and recommended mitigation measures;
- To provide technical competence parameters in relation to Control Room Operations as part of continual reinforcement training for applicable staff;
- To draft, implement and monitor organizational safety and evacuation plans, such as safety and house rules to reduce event likelihood;
- 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

- Experience in implementation and monitoring of training and safety programs with emphasis on workplace safety and/or control of technical security and safety systems;
- Good understanding of the objectives and operation of technical security and safety systems;
- Demonstrable experience in the implementation and delivery of security and safety training and programs;
- Demonstrable experience in managing of organizational safety and/or security programs;
- Good 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.

Desirable

- Recognized instructional certifications in security and/or safety disciplines;
- Knowledge of Host State fire and safety regulations with prior experience of organizational safety program alignment;
- Additional qualification in areas such as investigation, security training, radiation control or other relevant topics;
- Prior relevant experience within a security critical environment such as high profile/sensitive facilities or an international, hybrid or national criminal court;
- Working knowledge of the Dutch language;
- Prior supervisory and/or instructional experience in a multi-national environment;
- First Aid and/or Fire and Safety certification.

Position: Deputy Specialist Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-1
Ref. number: 502	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Deputy Specialist Prosecutor reports to the Specialist Prosecutor.

Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Specialist Prosecutor in his/her absence;
- Under the overall supervision of the Specialist Prosecutor, to provide strategic case management and direction, working closely with the Senior Prosecutor on developing case theories;
- To supervise and carry out strategic coordination of the work of the Head of Investigations (Prosecution), Senior Prosecutor and Senior Legal Adviser and the activities of all the Specialist Prosecutor's Office (SPO) teams;
- To assume overall managerial responsibility for the SPO, including strategic and operational manning and budgeting, and risk management activities for the SPO operations;
- To act as Authorizing Officer (financial) for the SPO capital and running cost expenditure;
- To ensure strategic cooperation partnerships with states, international organizations, NGOs, victim groups and other external interlocutors;
- To ensure compliance with ethical and professional standards;
- To appear in court and act as Senior Trial Attorney, if and where required;
- To undertake any other tasks as requested by the Specialist Prosecutor.

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 five (5) 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: Law or other related university studies;
- At least twelve (12) years of experience as a Prosecutor, Judge, Defence Attorney or other similar function in criminal proceedings;
- Demonstrated experience working in diverse legal systems;
- Significant experience in conducting prosecutions and complex investigations with a transnational character related to war crimes, organised crime or trafficking in human beings, ideally through work at an international criminal tribunal;
- Very good knowledge of and/or experience in international humanitarian law or international criminal law;
- Excellent analytical, planning, organisational, drafting and IT skills;
- Excellent interpersonal and communication skills in English, both written and oral
- Advanced leadership and people management skills and experience;

- Demonstrated ability to mentor and motivate staff;
- Demonstrated sound judgement;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Substantial knowledge of the functioning of international criminal courts and tribunals and 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.

Position: Executive Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 504	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Executive Assistant reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- To provide assistance and support to the Specialist Prosecutor/Deputy Specialist Prosecutor, and in the Immediate Office of the Specialist Prosecutor, on operational/administrative and secretarial tasks, including drafting of memos, letters, e-mails and other requested documents, also providing editorial inputs, where applicable;
- To schedule appointments and meetings, maintain calendar, schedules and changes and to timely communicate relevant information to the appropriate internal and external parties, and to ensure timely preparation of documentation and reports for the scheduled meetings;
- To organize meetings and receive officials, members of the diplomatic corps and international organizations, judiciary and other relevant interlocutors and to co-ordinate with their corresponding assistants;
- To coordinate and attend, where appropriate, all travel arrangements for the Specialist Prosecutor/Deputy Specialist Prosecutor;
- To accompany the Specialist Prosecutor and Deputy Specialist Prosecutor to meetings and events, as required, making all necessary preparations and taking minutes;
- To be responsible for the effective and appropriate management of the records and archives of the Immediate Office of the Specialist Prosecutor, also setting up and maintaining a proper filing system for all documents, including incoming and outgoing mail and electronic record-keeping;
- To ensure the proper handling of confidential documentation and related information;
- To assist Operational Support Officers, where necessary;
- 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

- Minimum of seven (7) years of progressively responsible administrative experience;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent sense of organization, ability to identify priority assignments and activities and to manage efficiently multiple tasks;
- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;

- 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.

Desirable

- Experience with public information management and with diplomatic and/or rule of law contacts;
- Experience as an assistant to senior level diplomatic, political, legal/justice officials;
- Experience and good understanding of Administration Practices, Rule of Law and Civilian Crisis Management Interventions;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Serbian or Albanian.

Position: Operational Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 507	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Security Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Operational Security Officer reports to the Deputy Specialist Prosecutor through the Operational Security Team Leader.

Main Tasks and Responsibilities:

- To provide personal security advice and support to the Specialist Prosecutor's Office (SPO) staff members involved in investigative missions and other special operations;
- To work jointly with other security elements of the SPO whilst deployed in the field in order to ensure a harmonised approach to risk mitigation and thereby ensure the security of the SPO staff, as well as interlocutors and witnesses;
- To provide security support and services within the SPO offices and, in coordination with Registry Security Staff, within the KJRSI area for SPO staff and visitors;
- To ensure SPO staff compliance with the applicable security policies and procedures;
- To gather, analyse and assess information that may affect the safety and security of the SPO staff;
- To ensure timely and accurate security reporting;
- To carry out threat/risk assessment in order to ensure appropriate security measures are put in place, in a timely and effective manner;
- To conduct regular meetings with the SPO staff members in relation to possible threats and risks;
- To oversee use, handling and storage of secure communication equipment and EU or other classified information;
- To closely liaise with designated security information focal points (Diplomatic/Police/Military) in the place of deployment;
- To conduct security training for the SPO staff in residential, office, travel and awareness, as well as identifying training needs in other areas;
- To assist the Communication and Information Systems Officers with implementation and maintenance of communication and information security practices and physical architecture within the SPO;
- To produce security based travel advisories, when required;
- 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: Police, Military, Security or Social Sciences or other related university studies;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- Very good team working skills;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Demonstrated sound judgement;
- Ability to perform under stress and in difficult circumstances;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Ability to analyse information.

Desirable

- Driving license of Category C;
- Qualification in analytical processing and development of threat and risk assessments;
- Successful completion of the EEAS Mission Security Officers (MSO) Certification Course;
- Willingness to undertake extensive duty traveling on short notice;
- International experience of an ESDP/CSDP together with experience of multinational and international organizations/Missions;
- 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;
- Knowledge of Albanian and/or Serbian language.

Position: Operational Support Officer (Procurement and Contract Management)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 510	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Administrative Operations Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Operational Support Officer (Procurement and Contract Management) reports to the Deputy Specialist Prosecutor through the Head of Administrative Operations Support Team.

Main Tasks and Responsibilities:

- To advise the Senior Management on procurement and contract management strategies and regulatory developments within a security sensitive environment;
- To assist and advise on risk assessment on financial and procurement regulatory frameworks within the underlying legal environment;
- To manage and coordinate sensitive and/or classified procurements and contract management required by the Specialist Prosecutor's Office (SPO) in the execution of SPO's mandate, adhering strictly to operational confidentiality requirements;
- To follow legislative developments and ensure compliance with current regulation, policies and procedures;
- To prepare and manage multi-annual/annual procurement strategy and regularly maintain and enhance the SPO's Procurement Plan;
- To facilitate Service Level Agreements, Non-Disclosure Agreements, Technical Arrangements and Memoranda of Understanding with national bodies and international organisations;
- To develop and maintain professional relationships and working partnerships with the Registry, European Commission, national bodies and international organisations;
- To ensure appropriate coordination with all the SPO staff members on matters related to Procurement;
- To advise the SPO staff members on contract implementation, including contract addendums and negotiating and resolving contractual queries;
- To conduct regular needs assessment reviews and identify lessons learnt in the respective field of competence;
- To participate to the annual financial and budget planning in cooperation with the Registry Finance and Budget Unit;
- To prepare management reports, decision memos, guidelines and procedures on Procurement and Contract Management and related fields;
- To liaise with internal/external Auditors, as appropriate;
- To perform all requisite administrative and technical tasks of tendering process, including preparing and dispatching of tender documents, tender enquiries and producing contracts;
- To provide in-house training on Procurement, Contract Management and Risk Assessment;
- 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: Accounting, Public Administration, Business Administration, Law, Political Sciences or other related university studies;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with the European Union legislation and regulations;
- Proven experience using computerised office tools (especially MS Office applications, such as Word, Excel and other databases);
- Excellent interpersonal and communication skills in English, both written and oral;
- Demonstrated sound judgement;
- Ability to work productively in fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Experience working in an EU Mission specifically with the management of tendering processes and audits, including EU procedures;
- Knowledge of handling secret, confidential or protected files;
- Professional experience in the administration of public procurement procedures and contract preparation in the public sector;
- Experience in planning procurement activities for international/multinational organisations;
- Experience in risk assessment;
- General understanding 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.

Position: Witness Security and Handling Team Leader	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 515	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Prosecution Operations Support Unit/Witness Security and Handling Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Witness Security and Handling Team Leader reports to the Senior Prosecutor through the Head of Investigations (Prosecution).

Main Tasks and Responsibilities:

- To act as the principal adviser to the Senior Prosecutor and the Head of Investigations (Prosecution) on all witness security operational and administrative related matters for witnesses for whom the Specialist Prosecutor's Office (SPO) is responsible;
- To implement appropriate temporary protection measures on the basis of duty of care where there is a credible and immediate threat of physical harm to potential witnesses and other entitled persons in the SPO proceedings, in accordance with applicable rules of procedure and evidence and existing national legislation and on the basis of international arrangements to which the SPO is a party;
- To oversee and conduct assessments of witness considered at threat of physical harm as a result of their participation in the SPO proceedings for referral to the Registry's Witness Protection and Support Office for consideration for inclusion in protection programs;
- To provide coordination and assistance to the Registry's Witness and Protection and Support Office and case handlers in the implementation of protection programs;
- In coordination with the Head of Investigations (Prosecution) and the SPO Operational Support staff, to ensure effective management, supervision and control of human, financial and physical resources of the Witness Security and Handling Team and to oversee administrative activities;
- To establish, implement and ensure compliance with the SPO policies, protocols and Standard Operation Procedures (SOPs) in conformity with the EU policies and Best Practices, in order to ensure proper management and oversight of the Witness Security and Handling Team and entitled persons;
- Under the guidance of the Head of Investigations (Prosecution), to establish, maintain and develop professional contacts with the Registry's Witness Protection and Support Office and Witness Protection Officers, the heads of witness protection units across Europe and globally, as well as with international organisations and institutions dealing with witness protection;
- To prepare initial drafts of the international arrangements in the area of witness security with the countries willing to cooperate with the SPO and Kosovo authorities and ensure coordination of documents at a technical level;
- In accordance with the SOPs, ensure the necessary coordination at tactical level with other relevant authorities;
- To set a strategy in the development of the SOPs safe place security policies and procedures, to control and coordinate them and to ensure that they are followed and updated or amended, when necessary;
- To manage proposals regarding further actions in case a protected person breaches conditions of his/her protection;
- In accordance with established procedures cooperate with the Security Team regarding threat/risk assessments as well as conduct operations in order to ensure a harmonised approach to risk mitigation for the security of the SPO staff, witnesses, assets and information;

- To advise, assist, train and coordinate the SPO staff training in operational techniques;
- Under the supervision of the Head of Investigations (Prosecution), to assist and provide subject matter expertise on the SPO mission specific risk assessments and risk management plans;
- 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 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: Law, Police or Military Science, Psychology or other related university studies;
- At least three (3) years of experience in a supervisory or managerial position in implementing witness protection measures;
- Knowledge of the witness protection measures across EU;
- Experience of international cooperation and liaison in the area of the witness protection;
- Ability to analyse and integrate diverse information from varied sources; ability to handle sensitive matters and follow trends in the administration of diverse programmes;
- Good knowledge of witness protection laws and regulations across the EU as well as international treaties and agreements related to witness protection;
- Excellent/very good interpersonal and communication skills in English, both written and oral;
- Excellent organisational, planning and time-management skills;
- Demonstrated sound judgement;
- Ability to work productively in 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;
- Authorised to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted.

Desirable

- Willingness to undertake extensive duty traveling on short notice;
- 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.

Position: Witness Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 516	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Prosecution Operations Support Unit/ Witness Security and Handling Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Witness Security Officer reports to the Head of Investigations (Prosecution) through the Witness Security and Handling Team Leader.

Main Tasks and Responsibilities:

- To implement necessary and adequate protection measures for potential witnesses and other entitled persons in the care of the Specialist Prosecutor's Office (SPO) in accordance with applicable rules of procedure and evidence and existing national legislation and on the basis of international arrangements to which the SPO (or formerly the SITF) is a party;
- To implement and ensure compliance with SPO policies, protocols and Standard Operation Procedures (SOPs) in conformity with EU policies and international standards of best practice;
- To maintain and develop professional contacts with the Registry's Witness Protection and Support Office and witness protection providers;
- In accordance with SOP, ensure necessary coordination at tactical level with other relevant authorities;
- To implement operational plans for the provision of witness security including safe place, protected person and entitled person travel and other associated witness security duties as required;
- To assist and provide subject matter expertise on SPO mission specific risk assessments and risk management plans;
- To liaise with the Registry's Witness Protection and Support Office and national witness protection agencies in witness protection related matters;
- To advise on and conduct initial assessments of witnesses and other persons for protection purposes;
- To carry out risk and threat assessments on witnesses and related persons who may be under threat and complete reports suitable for submission in criminal proceedings;
- To conduct all the necessary actions in preparation for witnesses and protected persons' relocation abroad after initial approval and otherwise, where appropriate, to provide coordination and assistance to Registry's Witness Protection and Support Office case handlers in the implementation of protection programs;
- In accordance with established procedures to cooperate with the Security Team regarding threat/risk assessments as well as conduct operations in order to ensure a harmonized approach to risk mitigation for the security of the SPO staff, witnesses, assets and information;
- 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 or other related university studies;
- Minimum of two (2) years of professional experience in implementing international cooperation measures;
- Significant experience in the provision of witness protection programs at a national level;
- Demonstrable experience in victim support issues in relation to serious criminal acts, crimes against humanity, violation of human rights, victim testimony, witness protection programs and victim/family counselling;
- Thorough knowledge of modern office procedures and equipment, the use of secure communications devices and software, and simple maintenance of all issued electronic equipment;
- Demonstrated sound judgement;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- 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 build trust and establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Authorised to carry and issued a personal weapon if seconded, or be prepared to be trained in their use, if contracted.

Desirable

- Experience in the provision of witness protection at an international level in war crimes/organized crime/terrorism cases preferably with international tribunals;
- Ability to analyze, select, check and integrate diverse information from varied sources;
- Ability to operate with strong respect for diversity;
- Willingness to undertake extensive duty traveling on short notice;
- Trained in firearms;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Knowledge of Albanian and/or Serbian language.

Position: Language Services Officer (Team Leader)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 520	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language Services Officer (Team Leader) reports to the Deputy Specialist Prosecutor through the Senior Legal Advisor.

Main Tasks and Responsibilities:

- To provide supervision and management of the staff of the Specialist Prosecutor's Office (SPO) Language Support Team, in providing high quality interpretation/translation and language assistance to the SPO operational staff in fulfilment of the SPO mandate;
- In consultation with the Trial Teams and Legal Advisory Team, to prioritise and assign tasks to the SPO language staff or external agencies/consultants, as appropriate, acting as a Task Manager for all the external language support;
- To implement document and task tracking protocols to deliver translations to the requested level of revision on time and to the required international criminal justice standards;
- To carry out document revision into the mother tongue and to undertake specific translation or interpretation assignments, as needed;
- To implement, maintain and ensure compliance with the translation protocols and procedures adopted by the SPO and the Specialist Chambers and Registry (SCR);
- To coordinate closely with the SCR Language Services Unit on behalf of the SPO;
- To assist in the procurement and contract management of consultants, agencies or institutions providing external language support;
- To ensure continuous translation and interpretation support in the SPO operations and field missions;
- 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: Translation, Terminology, Social Sciences or other related university studies;
- A minimum of ten (10) years of experience as an Interpreter/Translator or Reviser, of which at least three (3) years in an international criminal or hybrid tribunal or international organisation missions;
- Proven progressive experience in supervising and managing teams providing language services;
- Experience in managing contracts for the provision of language support services;
- Knowledge of legal terminology, including criminal and/or civil law;
- Professional proficiency in English, Albanian and/or Serbian;

- Demonstrated sound judgement;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Accredited Translator/Interpreter;
- Experience in the use of the Albanian and/or Serbian languages in Albanian or Serbian speaking areas;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Albania and Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Reviser (English)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 521	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Reviser reports to the Senior Legal Advisor through the Language Services Officer (Team Leader).

Main Tasks and Responsibilities:

- To provide accurate, timely and stylistically appropriate revisions, proof readings and translations in English of texts written in Serbian and/or Albanian;
- To strive for consistency with reference texts and in translations;
- To translate and self-revise directly onto a computer and/or revise all types of text, especially sensitive and complex texts in the field of law, providing the final translation within the required time-limits;
- To serve as the Unit's Focal Point for terminology and machine translation;
- To carry out the requisite research, drawing on reference and terminology material and background information, as 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.

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: Social Sciences or other related university studies;
- A minimum of seven (7) years of experience as an Interpreter/Translator or Reviser of which at least three (3) years in an international criminal or hybrid tribunal or international organisation;
- Knowledge of legal terminology, including criminal and/or civil law;
- Demonstrated ability to build trust and working with people from different national and/or cultural backgrounds;
- Very good judgement skills especially when supporting the SPO staff in the field;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Excellent communication skills and professional proficiency in English, Albanian and/or Serbian;
- Ability to work productively in fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Accredited Translator/Interpreter;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisation.

Position: Interpreter/Translator (English/Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 522	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Interpreter/Translator (English/Albanian) reports to the Senior Legal Advisor through the Language Services Officer (Team Leader).

Main Tasks and Responsibilities:

- To provide high quality translation from Albanian into English, and vice versa, of documents and written materials in all stages of the investigations and of the proceedings;
- To serve as official verbatim interpreter for the Specialist Prosecutor's Office (SPO) by providing simultaneous and consecutive interpretation from Albanian into English, and vice versa, during all stages of the investigations and of the proceedings;
- To carry out research tasks involving Albanian language sources, necessary to the investigation and proceedings conducted by the SPO;
- To carry out in summarising, reviewing, evaluating and cataloguing Albanian language material relevant to the SPO's investigations and proceedings;
- To support the staff members regarding cultural norms and expectations to facilitate interactions in Albanian speaking communities;
- To provide other necessary logistical support to the team members for field missions, where Albanian/Serbian is used as a means of communication;
- 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: Social Sciences or other related university studies;
- A minimum of seven (7) years of experience as an Interpreter/Translator or Reviser, of which at least three (3) years in an international criminal or hybrid tribunal or international organisation;
- Knowledge of legal terminology, including criminal and/or civil law;
- Excellent interpersonal and communication skills in English, both written and oral, and professional proficiency in English and Albanian;
- 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;
- Very good judgement skills, especially when supporting the SPO staff in the field;
- Tact, accuracy and discretion in handling sensitive and confidential information.

Desirable

- Accredited Translator/Interpreter;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organization.

Position: Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 528	Location: The Hague, the Netherlands	Availability: ASAP/01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Trial Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Prosecutor reports to the Deputy Specialist Prosecutor through the Senior Prosecutor.

Main Tasks and Responsibilities:

- To supervise, manage, coordinate and direct the work of staff within the assigned team, as delegated by the Senior Prosecutor;
- To conduct, under day to day supervision of the Senior 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 components of any trials;
- To coordinate and oversee daily investigative and prosecutorial tasks within the assigned team;
- In coordination with the Senior Legal Adviser, to assist the Senior Prosecutor 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 Adviser and the Head of Investigations (Prosecution);
- 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.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of international criminal courts and tribunals and the EU and in particular CSDP Missions;
- 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.

Position: Associate Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 529	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Trial Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Prosecutor reports to the Senior Prosecutor through a Prosecutor.

Main Tasks and Responsibilities:

- To conduct, under the overall direction of the Senior Prosecutor 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 (Prosecution) 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.

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.

Position: Senior Analyst	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 531	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Prosecution Operations Support Unit/ Analysis Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Analyst reports to the Senior Prosecutor through the Head of Investigations (Prosecution).

Main Tasks and Responsibilities:

- To supervise the work of the Analysis Team under the overall direction and supervision of the Senior Prosecutor, and under the day- to-day supervision of the Head of Investigations (Prosecution);
- To supervise and coordinate the provision of analytical assistance including:
 - collate and synthesise 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;
 - 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 supervise, direct and carry out quality control in the preparation of analytical products, demonstrative evidence and/or visual aids for the presentation of evidence for trial purposes;
- To assist in the collection of evidence, ensuring that the necessary evidentiary chains are established and maintained;
- To provide analytical support to Prosecutors, Investigators and Legal Officers of the SPO;
- To undertake any other relevant 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, 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: Law, Police Science, Intelligence, Criminology, History, Social Sciences or other related university studies;

- A minimum of ten (10) years of progressively responsible professional experience in the Police/Military, international organisation or CSDP mission, in particular with regard to international criminal investigations;
- A minimum of three (3) years of supervisory experience over other analysts, including in the analysis of factual findings in judgments and evidential gap analysis and in coaching, mentoring and otherwise developing written analytical products and drafting skills;
- Extensive and progressive professional experience in intelligence issues and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Demonstrated ability to edit and critically assess expert and analytical reports;
- Demonstrated sound judgement;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of research and analytical techniques;
- Excellent interpersonal and communication skills in English, both written and oral;
- 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.

Desirable

- Substantial experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, or an international tribunal or hybrid international court;
- 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;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Working knowledge of written and spoken Albanian and/or Serbian.

Position: Associate Database and Information Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 534	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Prosecution Operations Support Unit/ Analysis Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Database and Information Officer reports to the Head of Investigations (Prosecution) through the Senior Analyst.

Main Tasks and Responsibilities:

- In coordination with the Case and Evidence Manager and the CIS Officers, to provide subject matter expertise in the implementation, use and administration of document, information and evidence database software systems employed by the Specialist Prosecutor's Office (SPO) for research, analysis, case preparation and trial presentation purposes;
- To train the SPO staff in the use of all database systems to fully implement electronic research, retrieval, linking and associating, data mining and textual analysis services;
- To actively contribute in developing and improving existing databases;
- To maintain an overview of existing information and operations, identify gaps and patterns, and provide guidance, as to how information systems will assist in ongoing investigations, case preparation and disclosure;
- To carry out electronic research and analysis and present results and recommended actions for the use of the SPO staff;
- To undertake any other relevant task 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 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, Police Science, Intelligence, Criminology, Social Sciences Information Technology, Mathematics or other related university studies;
- At least four (4) years of experience in Information Management and databases;
- Extensive and progressive professional experience in intelligence issues and/or complex data, and in the preparation of all types of evidence for submission at trial;
- Excellent working knowledge of analysis and document management software and tools;
- Comprehensive knowledge of analytical techniques;
- Experienced in trainer in the use of information, evidence or case management software tools;
- Demonstrated sound judgement;

- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Substantial experience in the investigation and prosecution/defence of war crimes or organized crime in national jurisdictions, hybrid national/international courts and international tribunals;
- Good understanding of the political, cultural, historical and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

Position: Investigator	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 536	Location: The Hague, the Netherlands	Availability: ASAP/01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Prosecution Operations Support Unit/ Investigation Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Investigator reports to the Senior Prosecutor through the Head of Investigations (Prosecution).

Main Tasks and Responsibilities:

- To carry out international law enforcement liaison and coordination at the working level;
- To examine all material, prepare, plan, develop, and coordinate activities relevant to the Specialist Prosecutor's Office (SPO) investigations, including interviewing of victims and witnesses and the gathering of evidence, as directed and supervised by the SPO Prosecutors. When required, to attend crimes scenes and exhumation sites;
- To prepare official reports and maintain prosecution investigation files;
- To ensure the appropriate handling of sensitive investigations documentation and the appropriate distribution of documents;
- To manage and maintain general correspondence in appropriate filing system, including both electronically and hard copy, according to the EU standards and guidelines;
- To implement policies and procedures towards the goals and objectives of the SPO;
- To provide clear and concise reports and information/feedback to the management/chain of command;
- To use and update electronic database systems 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 task 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 field 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, in particular with regard to international criminal investigation;
- Experience in war crimes, organised crime and or other complex criminal investigations, including knowledge of crime scene management and the gathering, handling and retention of evidence and exhibits;

- To be familiar with victim support issues, as they relate specifically to serious criminal acts, crimes against humanity, violations of human rights, victim testimony, witness protection programs and counselling resources;
- Thorough knowledge of modern office procedures and equipment, ability to use and supervise others in the use of standard office software;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- 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 build trust and establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Authorised to carry and issued a personal weapon if seconded, or be prepared to be trained in their use, if contracted.

Desirable

- Willingness to undertake extensive duty traveling on short notice;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language.

Position: Senior Investigative Advisor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 543	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/Prosecution Operations Support Unit/ Investigation Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Investigative Advisor reports to the Senior Prosecutor through the Head of Investigations (Prosecution).

Main Tasks and Responsibilities:

- To advise the Head of Investigations (Prosecution) and Senior Prosecutor regarding specific investigative strategies and actions undertaken by the Specialist Prosecutor's Office (SPO), including the methodology, timing and sequencing of their execution, with the aim of contributing to the achievement of the SPO prosecutorial objectives;
- To provide expert advice regarding the examination, interpretation and evaluation of material gathered by the SPO;
- To assist in preparing, planning, developing and coordinating activities relevant to the SPO investigations, including interviewing of victims, witnesses and insiders and the gathering of evidence, as directed and supervised by the SPO Prosecutors;
- To offer specific expertise in locating and engaging with and handling persons of interest, in particular informants, witnesses and insiders, in a manner that preserves the security and integrity of the SPO investigations;
- To 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 or reports that assist in developing prosecutorial strategy;
- To advise, guide and coordinate information collection, collation and analysis tasks undertaken by the SPO Investigators and Analysts, where appropriate, and to participate in periodic review of their progress and findings in order to present relevant material to the SPO Prosecutors;
- To develop, implement and train/mentor other team members in respect of relationship and trust-building techniques to be employed, when seeking and maintaining cooperation from sensitive testimonial sources;
- 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: Law, Criminology, Journalism, 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, ideally through work in an international criminal tribunal or inquiry mechanism;
- Substantial experience in investigative operations team management in an international environment, including in training, mentoring and otherwise developing investigative skills;
- Substantial experience in drafting investigative reports, evidential summaries and other related documents, with excellent research, analytical and legal drafting skills;
- Significant background in 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 of investigation operations, in particular on missions involving contacts with informants or sources in international settings;
- Experience working in diverse legal systems;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- 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 in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Head of Investigations (Prosecution)	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 549	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Prosecutions Unit/ Prosecution Operations Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Investigations (Prosecution) reports to the Specialist Prosecutor.

Main Tasks and Responsibilities:

- To conduct, in close collaboration with the Senior Prosecutor, the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including devising and contributing to the implementation of prosecutorial strategies and objectives;
- To supervise, manage, coordinate and direct the work of staff of the Prosecution Operations Support Unit, including those in the Witness Security and Handling Team, Investigation Team and Analysis Team;
- To coordinate and oversee daily investigative and prosecutorial tasks;
- To assist in indictment and evidence reviews;
- To ensure operational coordination with teams managed by the Senior Legal Adviser and the Operational Security Team Leader;
- To advise the Specialist Prosecutor/Deputy Specialist Prosecutor on investigative and prosecutorial strategy, including the management of risks associated with or as the result of investigative and other witness related operations;
- To be the lead planner for the SPO investigative operations conducted jointly with the external supporting units;
- To act as a Prosecutor;
- To be the point of contact for Interpol, Europol and other police/investigative coordination organizations;
- To develop, maintain and ensure compliance with the internal guidelines and best practices regarding SPO's investigative practices;
- To ensure that the staff members working under his/her responsibility identify and report lessons learned and best practices within their respective fields of responsibility, and to foster continuous learning and developing or revising the best practices;
- To act as project manager for procurements related to the provision of criminal investigation support;
- To undertake any other related tasks as requested by 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 OR equivalent and attested Police or/and Military education or training or an award of an equivalent rank.

AND

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum five (5) 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: Law, Criminology, Journalism, Social Sciences or other related university studies;
- At least twelve (12) years of experience as a Prosecutor, Judge or admitted to practice in a national jurisdiction;
- Substantial experience in conducting and coordinating prosecutions and complex investigations with a transactional character related to war crimes, organized crime or in human trafficking, ideally through work at a hybrid or an international criminal tribunal;
- Substantial experience in risk management of investigations operations, including reviewing security and risk analysis in particular for international operations;
- Work experience in diverse legal systems;
- Advanced leadership and people management skills and experience;
- Demonstrated ability to establish/review priorities, to plan and to exercise control;
- Demonstrated ability to engage with senior officials/governmental level decision makers;
- Demonstrated ability to mentor and motivate staff;
- 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;
- Authorised to carry and issued a personal weapon if seconded, or be prepared to be trained in their use, if contracted.

Desirable

- Willingness to undertake extensive duty traveling on short notice;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Albanian and/or Serbian language.

Position: Special Assistant to the Specialist Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 550	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Immediate Office of the Specialist Prosecutor	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Special Assistant to the Specialist Prosecutor reports to the Specialist Prosecutor.

Main Tasks and Responsibilities:

- To manage and expeditiously move forward all International Legal Assistance requests (ILAs);
- To support and provide advice to the Specialist Prosecutor in liaising with the host-country authorities, international organizations and diplomatic representatives;
- To coordinate the execution of strategic initiatives with respect to external partners pertaining to the Specialist Prosecutor's work;
- To coordinate all arrangements for the Specialist Prosecutor for meetings with international partners and external parties;
- To provide editorial input on public statements and documents to be published externally in coordination with the Deputy Specialist Prosecutor and the Special Advisor on Communications;
- To ensure assignments are properly tasked and receive proper follow up within the Specialist Prosecutor's Office;
- To ensure effective communication between all units and teams within the Specialist Prosecutor's Office;
- To schedule internal and external meetings, including the timely preparation of substantive materials required for the Specialist Prosecutor;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the Immediate Office of the Specialist Prosecutor;
- To assist in managing the Immediate Office of the Specialist Prosecutor;
- To undertake any other related tasks as requested by the Specialist Prosecutor.

Essential Qualifications and Experience:

- Successful completion of University studies of at least three (3) years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree.

AND

- A minimum of 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, Political Science, International Relations or other related university study;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organizational skills and ability to work with a minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

- Ability to maintain effective, constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Prior working experience in a national and/or international criminal or hybrid court;
- Prior experience in criminal proceedings, whether at the international or domestic level;
- Experience as Legal Advisor/Legal Officer in an international environment;
- 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.