

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office Call for Contributions 1-2021 Requirements and Job Descriptions	
Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office
Job Location:	The Hague, the Netherlands
Employment Regime:	As indicated below

Job Titles/Vacancy Notice:	Ref. number	Position	Availability	
	<u>Seconded/Contracted</u>			
	062 (pending)	Language/Administrative Assistant (Albanian)	ASAP	
	066-1 (3 positions)	Court Interpreter (Albanian)	ASAP	
	067	Reviser (Albanian into English)	ASAP	
	068-1	Translator (Serbian)	ASAP	
	068-2 (2 positions)	Translator (Albanian)	ASAP	
	075	Language/Administrative Assistant	ASAP	
	110	Developer Court Management System	ASAP	
	507 (pending)	Operational Security Officer	ASAP	
512	Communication and Information Systems (CIS) Officer	ASAP		
522	Interpreter/Translator (English/Albanian)	ASAP		

	528 (pending)	Prosecutor	ASAP
	557	Language Support Services Coordinator (SPO)	ASAP
Deadline for Applications:	10 May 2021 at 17:00 hours (Brussels time)		
Applications must be submitted:	<p><u>1. For candidates from the EU Member States:</u></p> <p>The online Application Form, including its Addendum (Annex 3 to be filled in manually and uploaded), shall be submitted via one of the following links:</p> <p>1.1. For candidates <u>seconded</u> by their EU Member State:</p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/</p> <p>1.2. For <u>contracted</u> candidates from the EU Member States:</p> <p style="text-align: center;">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do.</p> <p><u>2. For candidates from the Third Contributing States:</u></p> <p>The Application Form (Annex 2), available on both the EEAS website and the website of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office, shall be sent to one of the following email addresses only:</p> <p>2.1. For candidates <u>seconded</u> by their Third Contributing State:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) schr@eeas.europa.eu</p> <p>2.2. For <u>contracted</u> candidates from the Third Contributing States:</p> <p style="text-align: center;">applications@scp-ks.org.</p> <p>Only one Application Form per candidate will be accepted, the latest received within the deadline or the one submitted through the National Authorities being given a priority.</p>		
Information:	<p>For additional information from National Authorities, please contact:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;">Ms Ellen M. Harmsen schr@eeas.europa.eu Mobile: +32 46084 2209</p>		

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

Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

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

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

- the extension of the mandate of the Kosovo Specialist Chambers and Specialist Prosecutor's Office beyond 14 June 2021;
- the approval and signature of the Grant Agreement;
- the necessary financial means for the short-term post under the respective budget line and
- the interests or operational needs of the Kosovo Specialist Chambers and Specialist Prosecutor's Office.

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

I. GENERAL CONDITIONS

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

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

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency, which may impair operational performance. To

ensure duty of care, selected candidates should, in principle, be under the normal age of retirement in Contributing Third States.

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

II. REQUIREMENTS

A. Essential Requirements

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

1. Education and Training

The candidates should have a recognized academic qualification under the European Qualifications Framework (EQF)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.

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

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

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

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

B. Desirable Requirements

Knowledge of the Balkans Area – The candidates should have good knowledge of the history, culture,

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

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

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.

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: Language/Administrative Assistant (Albanian)	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 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 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 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.

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;
- Good command of Albanian, both verbal and written;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint; Access and Databases);
- 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 organisation, 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 with respect for diversity;

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

Desirable

- Experience in a similar position in an international, national or a hybrid court system;
- Experience working with possibly traumatized and vulnerable victims of serious and/or international crimes;
- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Serbian);
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Court Interpreter (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 066-1	Location: The Hague, the Netherlands	Availability: ASAP
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 Court Interpreter (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

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

Essential Qualifications and Experience:

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

AND

- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Interpretation or other related university studies;

- A minimum of five (5) years of conference interpretation experience, preferably in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Perfect command of English and native (or near-native) knowledge of Albanian is required;
- Excellent organisational, interpersonal and communication skills (both written and verbal);
- Ability to work effectively, remain calm and deliver clear interpretation under stressful conditions;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

Position: Reviser (Albanian into English)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 067	Location: The Hague, the Netherlands	Availability: ASAP
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 (Albanian into English) reports to the Head of Language Services Unit or other senior LSU staff as designated by the Head of Language Services Unit.

Main Tasks and Responsibilities:

- To revise and/or translate a variety of texts, mostly legal, from Albanian into English;
- To coach and motivate the in-house and external translators with a view to refining their skills and overall performance (quality of output, productivity, timeliness, etc.) and assist them in solving particularly difficult problems requiring specialized knowledge and linguistic insight;
- To report on performance and development needs of the translators;
- To promote teamwork and communication in the Unit and address any issues arising in a prompt and proactive manner;
- To advise on deadlines and assignments and adapt these to changing priorities;
- To produce self-revised translations;
- To maintain a high standard of accuracy, consistency, and fidelity to the spirit, style, register and nuance of the original;
- To observe the established Specialist Chambers terminology and usage and strive for consistency with reference texts and for consistency in translations;
- To carry out the requisite research, drawing on reference and terminology material, background information, and consultation within the Specialist Chambers, as appropriate;
- To produce and maintain an English style guide, identify new terminological material and validate terms submitted by other language staff;
- To participate in the selection and assessment of translation tests for language staff and external translation providers;
- To use and encourage the use of the in-house computer-assisted translation and terminology software;
- To work to deadline and produce a set volume of output, due account being taken of the difficulty of the text and specified deadlines;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Translation or other related university studies;
- At least seven (7) years of experience in translation and revision in the context of international tribunal or an international organization;
- Perfect command of English and excellent knowledge of Albanian;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organisational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritise and manage a high workload while complying with deadlines,
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

Position: Translator (Serbian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 068-1	Location: The Hague, the Netherlands	Availability: ASAP
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 (LSU) 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;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Native command of Serbian and excellent knowledge of English is required;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organisational, interpersonal and communication (both verbal and written) skills;

- Solid writing and editorial skills; acute sensitivity to nuance and attention to detail;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Knowledge of other official language of the Kosovo Specialist Chambers and Specialist 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: Translator (Albanian)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 068-2	Location: The Hague, the Netherlands	Availability: ASAP
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 (Albanian) reports to the Head of Language Services Unit or other senior LSU staff, as designated by the Head of Unit.

Main Tasks and Responsibilities:

- To translate, subject to revision, a variety of mostly legal texts from English into Albanian;
- To maintain a high standard of accuracy, consistency and faithfulness to the spirit, style, register and nuances of the original;
- To observe the in-house terminology and usage and strive for consistency with reference texts and with the output of other translators;
- The level of revision required should decrease as more experience is gained, the ultimate goal being that work produced needs only monitoring by a reviser;
- To translate using the in-house computer-assisted translation and terminology software;
- To conduct the requisite research, drawing on reference and terminology materials, background information, and consultation within the Kosovo Specialist Chambers, as appropriate;
- To work to deadline and produce a set volume of output due account being taken of the difficulty of the text and specified deadlines;
- To identify new terminological material for the consideration of revisers and other senior colleagues;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Modern Languages, Translation or other related university studies;
- A minimum of five (5) years of experience in the context of an international tribunal, an international organisation or an international body dealing with legal matters;
- Native command of Albanian and excellent knowledge of English is required;
- Good computer skills, familiarity with standard computer applications (Windows XP, Word, Access, Lotus Notes, Excel, etc.) and ability to harness internet resources;
- Knowledge of computer-assisted translation and terminology systems;
- Excellent organisational, interpersonal and communication (both verbal and written) skills;
- Solid writing and editorial skills, acute sensitivity to nuance and attention to detail;

- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work effectively and accurately under pressure;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to lead a translation team working to deadlines;
- Ability to provide guidance and coaching and to improve staff motivation;
- Ability to establish and maintain effective and constructive working relationships with people of different national or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

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;
- 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 Detention Management Unit officials or other members of the Specialist Chambers and Registry;
- To select relevant gathered information from interactions and to report to the Head of Detention Management Unit on a regular basis;
- To create a filing system with separate files for each detainee containing relevant information;
- To assist in preparing confidential and public correspondence and reports for the Detention Management;
- To distribute reviews and 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 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
- After having fulfilled the education requirements, a minimum of five (5) years of relevant professional experience.

Specification of Education and Experience

- Previous experience working in an international organisation 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 a minimum supervision;
- Ability to prioritise and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- 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: Developer Court Management System	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 110	Location: The Hague, the Netherlands	Availability: ASAP
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 Developer Court Management System reports to the Head of Information Technology Services Unit.

Main Tasks and Responsibilities:

- To develop and maintain information system services for a Documentum based Judicial Information System which encompasses an Judicial workflow tool;
- To participate in projects involving feasibility studies, systems analysis, design, development and implementation of new components of the system;
- To collaborate with IT services, Information Management, Legal Officers, Court Management staff, and external partners to devise effective solutions;
- To analyse, plan, design and implement enhancements to the Judicial Information System services in accordance with legal and operational requirements;
- To draft plans, specifications and reports related to the Judicial Information System;
- To direct and supervise the work of support developers and contractors assigned to the unit, in terms of Judicial Information System installation, support and maintenance and business continuity;
- To develop detailed system and other functional specifications and user documentation;
- To provide specialized advice to users, analysing users' requirements and translating these into new Documentum task space (xCP) applications and workflows and to determine application systems integration and linkage issues;
- To organise and perform unit and integrated testing, designing and utilising test bases and to assist users in acceptance testing;
- To research, analyse and evaluate new technologies and make recommendations for their deployment;
- To participate in writing reports and papers on systems-related topics, system requirements, information strategy, etc.;
- To provide guidance to new junior staff, consultants, etc.;
- 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: Computer Science, Information Systems or other related university studies;
- A minimum of five (5) years of progressively responsible experience in development of enterprise content management systems;
- Demonstrable knowledge of Documentum, xCP, Java and GIT;
- Experience with PRINCE 2 or equivalent project management approaches;
- Effective project management and collaboration 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- International experience, particularly in an international organisation or a court system;
- Industry qualifications in enterprise content management systems (e.g. E20-495 xCelerated Composition Platform (xCP) Application Development Certification);
- Comprehensive knowledge of and the use of entity relationship, use case and data flow diagrams;
- Experience with design, development and maintenance of J2EE applications based on Documentum Java WDK.

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/ Operational and Witness Security Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Operational Security Officer reports to the Deputy Specialist Prosecutor through the Head of the Operational and Witness Security Unit.

Main Tasks and Responsibilities:

- To provide personal security advice and support to the staff of the Specialist Prosecutor's Office (SPO) 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 area of the Kosovo Specialist Chambers and Specialist Prosecutor's Office for SPO staff and visitors;
- To ensure the compliance of the SPO staff 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 the Head of the Operational and Witness Security Unit;
- 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 concerning residential, office, travel security 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 related 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;
- Ability to analyse information;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- Demonstrated sound judgement;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Willingness/preparedness to undertake extensive duty traveling on short notice;
- 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;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

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;
- International experience in ESDP/CSDP or multinational or international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Knowledge of Albanian and/or Serbian language.

Position: Communication and Information Systems (CIS) Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 512	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 Communications and Information Systems (CIS) Officer reports to the Deputy Specialist Prosecutor through the Senior Communication and Information Systems (CIS) Officer.

Main Tasks and Responsibilities:

- To support the sensitive and open operations and activities of the SPO by delivering appropriate CIS services;
- To ensure that SPO data and CIS services are fulfilling Information Assurance principles (confidentiality, integrity, availability, non-repudiation and authenticity) through measures, including:
 - ensuring the servicing and maintenance of CIS equipment and software,
 - hardening (securing) of systems,
 - complying with relevant protocols and regulations;
- To provide CIS support and training to SPO staff members;
- To draft reports, operating instructions, guidelines and procedures within the CIS 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

AND

- A minimum of seven (7) years of relevant professional experience, after having fulfilled the education requirements

OR

- A minimum of ten (10) years of relevant professional experience might be considered in lieu of the above-mentioned required education requirements.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Information Technology or other related university studies;
- Relevant up-to-date experience in the management of Microsoft Enterprise Environment;
- Relevant experience and knowledge of networking and communications equipment;
- Knowledge and/or experience in developing internal IT management and communication systems, processes and policies;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Very good interpersonal and communication skills, 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, establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Experience managing IT and CIS operations in a highly secure setting;
- Experience managing CIS systems in judicial settings;
- Experience managing ZyLAB systems, Casemap, dtSearch, Hyper-V;
- Knowledge of the functioning of the EU and in particular its IT architecture and communications platforms;
- International experience, particularly in crisis areas with multi-national and international organisations;

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/ Division of Prosecution and Investigation/Disclosure and Evidence 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 Adviser through the Language Support Services Coordinator (SPO).

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

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;
- Very good judgement skills;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;

- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- 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: Prosecutor	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 528	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/Division of Prosecution and Investigation/Trial Team Unit (Trial Teams)	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 Head of Investigations (Prosecutions).

Main Tasks and Responsibilities:

- To supervise, manage, coordinate and direct the work of staff within the assigned team, as delegated by the Head of Investigations (Prosecutions);
- To conduct, under day to day supervision of the Head of Investigations (Prosecutions), the investigation and prosecution of cases within the mandate of the Specialist Prosecutor's Office (SPO), including suggesting and contributing to the implementation of prosecutorial strategies and objectives, managing and supervising the preparation of components of any trials;
- To coordinate and oversee daily investigative and prosecutorial tasks within the assigned team;
- In coordination with the Senior Legal Advisor, to assist the Head of Investigations (Prosecutions) in ensuring case management and legal filings, disclosure, assist in the drafting of indictments and other written submissions carrying out quality management for all written submissions;
- To assist in the indictment and evidence reviews;
- To communicate with the Defence, the Legal Representatives for Victims and external persons and entities, as appropriate;
- To ensure operational coordination with teams managed by the Senior Legal Advisor and the Head of Investigations (Prosecutions);
- To serve as a Trial Attorney in any resulting prosecutions, including appearing in court, examining and cross-examining witnesses and presenting oral arguments in proceedings, as appropriate;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

AND

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

Specification of Education and Experience

- The above mentioned University degree must be at least one of the following fields of expertise: Law or other related university studies;
- A minimum of ten (10) years of experience as a full-time Prosecutor, Judge or Litigation Lawyer in complex case, of which at least seven (7) years in serious crimes and with substantial in-court advocacy experience in criminal proceedings;
- Experience working in diverse legal systems;
- Ability to coordinate the work of others, to work towards deadlines and handle concurrent activities;

- Demonstrated sound judgement;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

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

Position: Language Support Services Coordinator (SPO)	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 557	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Division of Prosecution and Investigation/Disclosure and Evidence Unit/Language Support Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Language Support Services Coordinator reports to the Senior Legal Adviser.

Main Tasks and Responsibilities:

- To provide specialised operational support for the daily functioning of the Language Support Team (LST) and ensure an orderly processing of all language service requests, from receipt of the request to delivery of the final product;
- To develop and improve processes and systems related to the document management and automated workflow within LST, to incorporate these processes and systems into the linguists' workflow in order to enhance the efficiency and timeliness of output;
- To make recommendations to the Senior Legal Adviser on operational matters;
- To assist the SPO Units and Teams in fulfilling pre-trial and trial disclosure obligations towards the defence and victims counsel, including through the use of sophisticated automation tools;
- To design, oversee and implement processes and protocols for tracking tasks to deliver translations, transcription and multi-language redactions to the requested level of revision on time and to the required international criminal justice standards;
- To create and maintain appropriate templates, protocols and language digests to ensure the quality and consistency of interpretation/translation/transcription/redaction work products;
- To supervise and manage the performance of LST staff and contractors as delegated by the Senior Legal Adviser;
- To plan and coordinate the work of in-house and external translation providers to determine priorities in language support services and assign translation and revision work to in-house staff and external contractors ensuring the most efficient use of LST resources while meeting the requirements of judicial proceedings to coordinate work of translation teams working on large volume material ensuring timely delivery of integral product;
- To act as a focal point with manufacturers and assist the staff of the SPO CIS Team in testing, upgrading and troubleshooting language technology applications;
- In coordination with CIS Team, to ensure that the support infrastructure, hardware and software is adequately maintained to meet the needs of SPO staff and clients;
- To support LST staff and clients in the use of the language technology tools, to develop manuals and provide relevant training for the users;
- To work closely with CIS Team and other SPO colleagues on technical issues and provide necessary input for developing integrated tools and processes;
- 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 and 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: Languages, Translation and Terminology Management, Process Automation, Business or Industrial Management, Social Sciences or other related university studies;
- Perfect command of English;
- Excellent organisational, interpersonal and communication skills;
- Ability to work effectively, remain calm and deliver work under stressful conditions;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to act with utmost discretion and maintain confidentiality;
- Ability to establish and maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Knowledge of the two official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office: Albanian and Serbian;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Knowledge of the functioning of the EU and in particular CSDP missions.