

Position: Case and Evidence Management Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: ST542	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Division of Prosecution and Investigation/Disclosure and Evidence Unit/Information and Evidence Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

NOTE: This is a short-term position with a maximum possible appointment duration of seven (7) months, to meet the short-term needs, with NO possibility of extension of the appointment duration.

Reporting Line:

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

Main Tasks and Responsibilities:

- To coordinate case management and electronic/hard copy document administration under the instruction and guidance of the Case and Evidence Manager;
- To assist in managing administratively prosecution cases, including filing of Court documents, maintaining prosecution's Court files, preparing and finalising exhibits for display in Court, liaising with Court technicians, effectively and efficiently presenting the exhibits in Court;
- To assist in the maintenance and management of the SPO case management information and evidence registry systems;
- To carry out documentary evidence processing ZyLab data entry and ZyLab operator level system management;
- To document, maintain, and ensure proper handling of evidentiary items;
- To ensure correct processing, handling and storage of EUCI materials, keeping them secure at all times and separating from the rest of the evidentiary collection, adhering strictly to guidelines;
- To assist the Case and Evidence Manager and other staff in the collation and organisation of evidence to be presented at pre-trial and trial;
- To provide support to the operational staff on scanning and document review missions;
- To assist, advise and train SPO staff in using, developing and maintaining investigatory and prosecutorial databases;
- To assist in disclosing materials to Defence and (Pre-) Trial Chambers including tracking, collating and indexing of materials and maintaining disclosure logs;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

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

Specification of Education and Experience

- At least ten (10) years of professional experience in case and/or document management or as an assistant to a case manager or in a similar capacity;

- Very good computer skills;
- Very good communication skills in English, both written and oral;
- Good analytical, research and problem-solving skills;
- Ability to prioritise and manage a high workload on occasions;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to maintain effective, constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity; ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Immediate or short-term availability;
- Substantial experience in case/evidence management in the context of war crimes or organised crime trials in national jurisdictions, an international tribunal or hybrid international court;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations;