

Position: Associate Disclosure Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: ST552	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 eight (8) months, to meet the short-term needs, with NO possibility of extension of the appointment duration.

Reporting Line:

The Associate Disclosure Officer reports to the Senior Legal Advisor through the Legal Officer (Disclosure) and Data Protection Officer.

Main Tasks and Responsibilities:

- To assist in pre-trial, trial or appellate proceedings by fulfilling disclosure obligations towards the defence and other parties, including the use of sophisticated software automation tools developed for complex litigation in the prosecution of cases within the mandate of the Specialist Prosecutor's Office;
- To assist in compliance with and the preparation of responses to data protection subject data requests;
- To prepare or assist in the preparation of legal submissions (including briefs, motions/responses/replies, correspondence, memoranda etc.) in the course of preparations for and during prosecutions;
- To assist the Prosecutors and other staff in fulfilling pre-trial and trial obligations towards the defence and victims counsel, preparing pre-trial disclosure schedules and packages for release electronically or in hard copy;
- To act as and/or monitor short term experts in the review of evidence for disclosure and act as first or second stage reviewer for disclosure release, as required;
- To undertake legal research and analysis;
- 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

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 or any other qualifying degree or legal qualification;
- Experience in dealing with complex investigations or prosecutions;

- Professional understanding of and experience in research and analytical tools/applications and specialised court management software;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent organisational skills and ability to work with a minimum supervision;
- Ability to work 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;
- Experience in the investigation and prosecution/defence of war crimes or organised crime in national jurisdictions, hybrid courts or international tribunals;
- Knowledge of the functioning of international criminal courts and tribunals, the EU and CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.