

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office 3-2017 Extraordinary Call for Contributions			
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.:	Name of the Position	Availability
	<u>Seconded/Contracted</u>		
	026	Contracts Manager	ASAP
	029 (pending)	Staff Administrative Assistant	ASAP
	036	IT/Information Security Officer	ASAP
	039	Media and Outreach Assistant	ASAP
	059	Finance Assistant (Defence)	ASAP
	101 (pending)	Procurement Assistant	ASAP
	104	Security Supervisor	ASAP
	110	Developer Court Management System	ASAP
	116	IT Technician Assistant (Courtroom Support)	ASAP

	542 (pending)	Case and Evidence Management Assistant	ASAP
Deadline for Applications:	8 December 2017 at 17:00 hours (Brussels time)		
E-mail Address to send the Job Application Form to:	<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 emails only, and not any other addresses:</p> <p style="text-align: center;">Civilian Planning and Conduct Capability (CPCC) <u>schr@eeas.europa.eu</u></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 <u>applications@scp-ks.org</u></p>		
Information:	<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;">Ms Antigone Marana antigone.marana@ext.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;"><u>recruitment@scp-ks.org</u></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, including 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.

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.

A. Essential Requirements

The Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts.

Citizenship – Citizenship of an EU Member State or of a Contributing Third State¹.

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.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Kosovo Specialist Chambers and Specialist Prosecutor’s Office.

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.

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.

¹ Canada, Norway, Switzerland, Turkey and United States of America

² Common European Framework of References for Languages

Availability – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position, as required by the Registrar.

Negotiation Skills – The candidates must have excellent negotiating skills and ability to work professionally in a stressful and diverse environment.

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 personnel should be, in principle, under the normal age of retirement in Contributing States.

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

Education – European Qualifications Framework (EQF)³.

Driving Licence – The candidates must be in possession of a valid – including Mission area – 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 EU Institutions – The candidates should have a good 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).

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.

C. 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 their nationals 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.

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 description. 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.

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

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.

D. Additional Information on the Selection Process

Gender Balance - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. 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 interviewed in The Hague 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 State will bear any related costs. The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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.

E. Data Protection

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

F. 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: Contracts Manager	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 026	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Contracts Manager reports to the Head of Procurement Unit.

Main Tasks and Responsibilities:

- To be responsible for effective and timely delivery of the Kosovo Specialist Chambers contracts management services, in full compliance with the financial rules and regulations;
- To provide objective oversight over various contract management processes and to ensure their transparency;
- To analyze and interpret the financial rules and regulations and operational effectiveness reports and to design monitoring tools and to develop systems;
- To implement a quality plan for each contract and to engage in daily consultation with the senior management of activities covered by the contracts they are managing;
- To advise senior management on any potential issues and to recommend remedial actions or solutions, when necessary;
- To manage the pre-qualification and short-listing of bidders, preparations and issuance of bids, pre-bid conference, receiving and opening of bids and bid evaluation;
- To submit the bids to the Contracts and Property Committee for recommendation of award, contracts negotiations, contract finalization and issuance;
- To verify that the goods and services are delivered against the contractual requirements and to certify the reports and payments;
- To develop and implement systems for internal control to ensure compliance with contractual terms and conditions;
- To ensure full compliance of procurement and contracting activities within the organization's rules, regulations, policies and strategies;
- To negotiate, within the terms and conditions of the contract, solutions to conflicts/problems arising in case of poor performance or non-compliance with contractual obligations;
- To convene meetings with contractors to allow the opportunity for the identification and early resolution of potential disputes;
- To develop appropriate contract management tools, guidelines and manuals for standardization and knowledge sharing purposes;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of University studies with a duration of three (3) years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of four (4) years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Business Administration, Financial Management, Economics, Public Administration or other related university studies;
- A minimum of four (4) years of relevant and proven experience in contracts management;
- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- 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 prioritize 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

- 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 organizations.

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

Reporting Line:

The Staff Administrative Assistant reports to the Head of Human Resources Unit.

Main Tasks and Responsibilities:

- To advise and assist the Kosovo Specialist Chambers staff concerning Human Resources policies and procedures;
- To contribute to the development, implementation and follow-up of the Human Resources strategies, policies and procedures;
- To advise the staff on benefits and entitlements in accordance with the established policies;
- To advise the staff regarding the insurance policy and to be the point of contact to the insurance company;
- To deal with and advise staff on rules and implementation of working hours and time off periods and to maintain attendance records;
- To supervise, coordinate and follow up the leave and duty travel requests, including updating the rosters;
- To maintain updated records in the Personnel database and to manage the physical files;
- To coordinate extension request exercises for seconded eligible staff prior the launch of each regular Call for Contributions;
- To coordinate the deployment of selected candidates, redeployment and check-in/out of staff members with all involved stakeholders, including line managers;
- To conduct the reviews of job descriptions in direct consultation with line managers and other stakeholders involved;
- To conduct the classification of international contracted staff and to prepare the employment contracts;
- To plan and develop the administration of training for new staff members;
- To assist in the handling of all special projects related to personnel issues;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

- Minimum of five (5) years of responsible professional full-time experience in the area of Human Resources, preferably in the context of an international organization and/or CSDP mission;
- Excellent organisational and interpersonal skills;
- Very good communication skills in English, both written and oral;
- Good computer skills in MS Office applications (Excel, Word, Power Point, Access);

- Ability to work under stressful conditions and to prioritize 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-ethnic environment.

Desirable

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

Position: IT/Information Security Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 036	Location: The Hague, the Netherlands	Availability: ASAP
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 IT/Information Security Officer reports to the Senior Information and Records Management Advisor.

Main Tasks and Responsibilities:

- To coordinate all aspects of the Specialist Chambers IT and information security programme, assisting in managing the implementation of all IT and information security measures to ensure the preservation of the confidentiality, integrity and availability of information assets;
- To liaise in conjunction with the Head of Information Technology Services, the Head of Security and Safety Unit and the Senior Information and Records Management Advisor for information security issues, especially in case of incidents;
- To compile detailed reports in relation to reported breaches of information security or other incidents requiring protracted investigative actions;
- To be the Specialist Chamber’s focal point for information security compromise or suspicion of compromise;
- To help develop policies, standards and action plans relating to IT and information security issues;
- To perform routine security monitoring of the ICT network and to verify periodically the security posture of IT systems;
- To support the Specialist Chambers daily routines by providing advice on information security related matters;
- To plan and perform security tests on the computing environment of the Specialist Chambers to verify compliance with information security architecture and to evaluate, implement and support tools and applications for vulnerability assessments;
- To make recommendations on proposed changes to the computing environment within the Specialist Chambers;
- To report information security risks by writing risk assessments;
- To recommend and develop the implementation of security control measures to mitigate information security-related risks;
- To assist in developing policy and standards for the backup and archiving of the Specialist Chambers information;
- To monitor the implementation of all ICT related security procedures;
- To perform auditing activities on information systems used for the processing of confidential information under European Data Protection Regulations;
- To perform market analysis for new information security technology by scanning the information technology market for new products that may enhance the security of the Specialist Chambers ICT systems and programmes;
- To monitor the contracts for the procurement of ICT services or where services related to information are being procured;
- To develop information security awareness training programmes for all the Specialist Chambers staff;
- To act as the Crypto Custodian for the Specialist Chambers;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of University studies with a duration of three (3) years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Information Security, Computer Science, Information Technology or other related university studies;
- In-depth experience and ability in collecting, assessing, analysing and reporting data related to security;
- Substantial knowledge of Information Security practices and technologies including Security Information and Event Management (SIEM) and Network logging;
- Knowledge of European Data Protection Regulations and experience of their implementation;
- Demonstrable competence with Microsoft server event analysis;
- Excellent drafting and communication skills in English, both written and oral;
- Excellent organisational and interpersonal skills;
- Tact, discretion and respect for confidentiality;
- Ability to work productively in a fast-paced, team-oriented environment, and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

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

Position: Media and Outreach Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 039	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 Media and Outreach Assistant reports to the Head of Public Information and Communication (PIC) Unit.

Main Tasks and Responsibilities:

- To assist the Head of Public Information and Communication Unit and Outreach Coordinator in implementation of the Specialist Chambers Communication Strategy in various communication activities;
- To follow the news and various media, in particular from Kosovo and the region, and keep the institution regularly informed about the relevant developments including the provision of basic media analysis;
- To be the primary focal point for the update and maintaining of the institution's web content;
- To utilise new and existing social media channels in line with unit's objectives and to identify and pursue opportunities for new types of communication activities and social media platforms keeping aware of technological developments and latest trends in the usage of the social media;
- To assist with the event management activities of the PIC Unit and the Specialist Chambers;
- To effectively support the Outreach activities of the unit, and to identify cutting edge and innovative communication tools in public information activities, adopted to relevant outreach audiences;
- To ensure effective documentation and media reporting of events and campaigns (video, audio, print);
- To oversee and file incoming and outgoing correspondence, to organize and update media and outreach contact database and to handle necessary administrative duties for the Unit, including filing and data management;
- To prepare draft reports and documents for the Unit;
- To coordinate with the Specialist Chambers webmaster as well as with the other units at the appropriate level;
- To support any other units as required by the Registrar;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- 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

- A minimum of three (3) years of professional experience in Communication, Journalism and/or Public Affairs;
- Excellent interpersonal and communication skills in English, both written and oral;
- Experience in producing communications materials;

- Advanced computer and IT knowledge, with professional usage of social media applications and web updating;
- Good sense of organisation, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- 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

- Prior work experience in an international organisation, Criminal or a hybrid Court;
- Knowledge of other official languages of the Kosovo Specialist Chambers and Specialist Prosecutor's Office (Albanian and/or Serbian);
- International experience, particularly in crisis areas with multi-national and international organisations, ideally in relation to the Balkans area;
- Good understanding of the political, cultural and media situation of the Balkans, in particular Kosovo.

Position: Finance Assistant (Defence)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-4
Ref. number: 059	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Judicial Services Division/ Defence Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Finance Assistant reports to the Defence Office Coordinator.

Main Tasks and Responsibilities:

- To provide financial assistance to the Defence Office staff;
- To provide support with respect to the review, analysis and preparation of the Defence Office's budget and its revisions;
- To assist the Defence Office Coordinator 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 defence allotment database;
- To liaise with the Defence Office Coordinator 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.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

- After having fulfilled the education requirements, a minimum of one (1) year of relevant professional experience.

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 inter-personal and communication skills, both written and oral;
- 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.

Position: Procurement Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 101	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit Kosovo Specialist Chambers/ Division of Administration/ Procurement Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Procurement Assistant reports to the Head of Procurement Unit.

Main Tasks and Responsibilities:

- To review requisitions for clarity and completeness of technical specifications;
- To clarify terms and conditions of requisitions and to liaise with requisitioners and vendors;
- To conduct inquiries for products and services being requested;
- To compile and collect market prices and conditions and to negotiate terms when necessary;
- To prepare the appropriate documents and to present proposals to the Procurement Officer;
- To clarify and negotiate terms and conditions with vendors when required;
- To extract and compile data contained in quotations/proposals/bids to determine which supplier can deliver at best value for the organisation and to submit results for recommendation;
- To prepare draft contracts introducing modification when needed, against a set format for contracts, and to present the drafts to the Procurement Officer;
- To ensure vendor compliance with terms and conditions in all purchase orders and contracts;
- To report on status of on-going contracts;
- To be responsible for the organization of all records relevant to contracts and purchase orders handled, including the electronic archiving of such records;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

- After having fulfilled education requirements, a minimum of five (5) years of relevant professional experience.

Specification of Education and Experience

- Minimum of three (3) years of progressively responsible administrative experience in the field of administration, including General Administration, Procurement and/or Finance;
- Experience in using established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Tact, discretion, accuracy and attention to details;
- Experience in purchasing and contract management;
- Excellent computer skills in MS Office applications (Excel, Word, PowerPoint, Access);
- Ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability 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: Security Supervisor	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 104	Location: The Hague, the Netherlands	Availability: ASAP
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 Security Supervisor reports to the Senior Security Supervisor.

Main Tasks and Responsibilities:

- To ensure effective delivery of operational court and building security services to meet the organisational security requirements at the premises of the Specialist Chambers and Specialist Prosecutor's Office within a 24-hour shift system;
- To ensure/monitor enforcement and adherence with applicable institutional policies and procedures;
- To coordinate the operational services with applicable internal and external interlocutors supporting court and building services, including the staff work planning and attendance reporting;
- To ensure the safety and security of all staff members, visitors and others whilst on the premises of the Kosovo Specialist Chambers and Specialist Prosecutor's Office;
- To ensure that all remitted tasks comply with best practice approach to meet operational requirements, fiscal responsibility and duty of care to staff, detainees and visitors;
- To ensure and monitor the subordinate staff compliance and competence in all work practices, operational policies and institutional objectives through performance reporting, disciplinary process compliance and staff development through the identification of training needs;
- To coordinate the incident response process in line with the established procedures and operate the Security Control Room, including technical systems, such as CCTV, Intrusion detection, fire alarm and communications systems;
- To attend and successfully complete all applicable mandatory training requirements and fulfil all subordinate operational roles as required;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

- After having fulfilled education requirements, a minimum of eight (8) years of relevant professional experience.

Specification of Education and Experience

- Relevant experience within an international, hybrid or national criminal court;
- Prior supervisory level responsibilities within a Police, Military, Judicial or International security environment;
- Experience in handling of detained persons;
- Experience in the provision of physical security, security screening and/or access control services;
- Successful completion of a recognised firearm certification program within a national (i.e. Police, Military or Governmental) or international entity and prior experience in the performing of armed security related tasks;

- Proven experience in subordinate performance reporting and staff development;
- Excellent 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 the use of technical security equipment (screening and/or control room infrastructure);
- First Aid and/or Fire and Safety certification;
- Additional certifications in security related disciplines such as Security Training, Close Protection, Investigation, Supervisory Skills, Incident Control, etc.

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 the 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 Systems 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 organize and perform unit and integrated testing, designing and utilizing 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.

Education and Experience:

Essential

- Successful completion of University studies with a duration of three (3) years, attested by a diploma at Bachelor's level equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area.

AND

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

OR

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Computer Science or Information Systems or other related university studies;
- At least 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.

Desirable

- International experience, particularly in an international organization 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: IT Technician Assistant (Courtroom Support)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-3
Ref. number: 116	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 IT Technician Assistant (Courtroom Support) reports to the Courtroom Technology Supervisor. The IT Technician Assistant (Courtroom Support) will be deployed to support IT systems within the courtroom environment and throughout the organization.

Main Tasks and Responsibilities:

- To assist in the deployment of the IT infrastructure within the courtroom by deploying and configuring a variety of technical systems;
- To provide the first and second level support for computer related incident and problem resolution;
- To be the first point of contact for all desktop and network related problems encountered by courtroom participants;
- To ensure that all the systems are functional before the court proceedings start and to resolve the technical issues promptly, effectively and discreetly;
- To provide the assistance to all the court participants in technical matters pertaining to courtroom operation;
- To work in a functioning courtroom when participants may be present;
- To support videoconferencing sessions within the courtroom;
- 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 be responsible for identifying and flagging problems arising from recurring, systematic or procedural defects, software, or ICT implementation, and subsequently initiating action to resolve them;
- To assist in all the phases of the ICT hardware/software specification, purchase, implementation and operation within a courtroom environment by providing experience and guidance from a support perspective;
- To support and maintain courtroom specific IT equipment in collaboration with audio visual technicians and the Audio Visual Director;
- In the initial phase of the operation, the IT Technician Assistant (Courtroom Support) will perform routine IT Helpdesk functions, as required;
- To undertake any other related tasks as requested by Line Managers.

Education and Experience:

Essential

- 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

- Minimum of five (5) years of experience in an IT environment with a focus on a supporting a courtroom environment with emphasis on automation and control technologies and interfacing with audio visual systems;
- Technical training in information technology;
- Certifications in Microsoft Desktop Operating Systems technologies;
- Knowledge of networks protocols, Local Area Networks (LAN), and TCP/IP, including installation, administration and management;
- Excellent organizational, interpersonal and communication skills, both verbal and written;
- 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 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 Crestron automation and control solutions;
- Experience in integration of IT and audio visual systems in a high availability environment;
- ITIL Certification;
- International experience, particularly in national or internationalized or hybrid court systems;
- 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: Case and Evidence Management Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 542	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Legal and Case Management Unit/ Case Management Team	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Case and Evidence Management Assistant reports to the Senior Legal Advisor 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 Management Team Leader of;
- 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, liaison with Court technicians and effective and efficient presentation of 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 separate from the rest of the evidentiary collection, adhering strictly to guidelines;
- To assist the Case and Evidence Manager and Trial attorneys in the collation and organization 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 prosecutors, analysts and CIS officers 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 relevant task as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

- After having fulfilled the education requirements a minimum of ten (10) years of relevant professional experience.

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.

Desirable

- Substantial experience in case/evidence management in the context of war crimes or organised crime trials 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;
- Ability to perform under stress and in difficult circumstances.