

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Kosovo Specialist Chambers and Specialist Prosecutor's Office 3-2018 Extraordinary Call for Contributions	
Organisation:	Kosovo Specialist Chambers and Specialist Prosecutor's Office
Job Location:	The Hague, the Netherlands
Employment Regime:	As indicated below

	Ref.:	Name of the Position	Availability
Job Titles/Vacancy Notice:	<u>Seconded/Contracted</u>		
	003	Head of Division of Administration	ASAP
	014	Head of Detention Management Unit	ASAP
	029 pending	Staff Administrative Assistant	ASAP
	030	Finance Officer	ASAP
	031 pending	Finance Assistant	ASAP
	038	Outreach Coordinator	ASAP
	062 pending	Language/Administrative Assistant (Albanian/Serbian) (Victims Participation Office)	ASAP
	063 pending	Finance Assistant (Victims Participation Office)	ASAP

	078 pending	Associate Protection Officer	ASAP
	110 pending	Developer Court Management System	ASAP
	138	Deputy Head of Information Technology Services Unit	ASAP
	143 pending	Associate Support Officer (Support Unit)	ASAP
	152	Head of Division of Judicial Services	ASAP
	507	Operational Security Officer	ASAP
	546	Head of Operations Support (Prosecutions)	ASAP
Deadline for Applications:	26 October 2018 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 email 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>For questions from the National Authorities please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p>Mr Jean Viala jean.viala@eeas.europa.eu</p> <p>For questions from individual applicants, please contact the Kosovo Specialist Chambers and Specialist Prosecutor's Office</p> <p>recruitment@scp-ks.org</p>
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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.

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

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.

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.

² Common European Framework of References for Languages

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

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.

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: Head of Division of Administration	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 003	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Division of Administration reports to the Registrar.

Main Tasks and Responsibilities:

- To provide strategic and policy advice and support to the Registrar and Deputy Registrar in identifying and streamlining improvements in organizational performance and coherence in advancement of organizational priorities. This includes inter alia advice on all administrative, human resources, budget, financial sustainability and compliance, safety and security, procurement, facility management and technical support services, governance and risk management;
- As agreed by the Registrar, to supervise, coordinate and oversee the work of units in the Division of Administration, including Finance and Budget Unit (FBU), Facility Management and General Services Unit (FMGSU), Human Resources Unit (HRU), Information Technology Services Unit (ITSU), and Procurement Unit (PU), and to coordinate and liaise with the Specialist Prosecutor's Office on relevant administrative matters;
- To report to the Registrar and Deputy Registrar of all relevant policies, activities and operations, drawing attention to challenges and issues as they arise and to assist in the resolution of the issues for optimum service delivery, liaising as necessary with the Division of Judicial Services;
- Under the supervision of the Registrar, to be responsible for the management and co-ordination of all administrative services and related issues, liaising with other areas of the organization as well as with the European Commission (EC) and European External Action Service (EEAS);
- To identify opportunities and risks across a range of issues within the Division of Administration and to present to the Registrar implementable strategies and solutions to address the opportunities and risks identified;
- To ensure proper handling and control of designated funds allocated to the Specialist Chambers and Specialist Prosecutor's Office and all necessary internal and external administrative functions related to efficient expenditure, including efficient data management and provision of supporting documentation concerning expenditure;
- To ensure accurate and timely internal reporting, including submission of information from the Division of Administration to the Immediate Office of the Registrar, and to liaise with external bodies, as requested;
- To ensure compliance with the EC and EEAS directives and to prepare all administrative operations for periodic internal and external audit and assessments;
- 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 four (4) years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of twelve (12) years of relevant professional experience with at least four (4) years of experience at management level.

Specification of Education and Experience

- The above mentioned University degree must be in in at least one of the following fields of expertise: Business or Public Administration, Economics and Finance, Law, Social Sciences or other related university studies;
- Minimum of four (4) years of experience at the management level with an international organization, EU or CSDP Mission;
- Extensive and progressive professional experience in the area of administration, including finance and budget planning and execution, human resources, information technology, procurement, or in a senior level supervisory administrative role;
- Experience in strategic and business planning, in building cohesive teams and directing them towards the achievement of identified goals within approved budgets and agreed timelines;
- Proven leadership ability to plan and direct management and service-related programmes, projects and activities;
- Proven ability to work under pressure and willingness to work long hours, as required;
- Proven ability in managing complex organizational initiatives, as well as experience in a supervisory role with large teams;
- Excellent interpersonal and communication skills;
- Excellent command of written and spoken English, as well as the ability to write clearly, concisely and analytically.

Desirable

- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU;
- Understanding of the CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations.

Position: Head of Detention Management Unit	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-3
Ref. number: 014	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

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

Main Tasks and Responsibilities:

- To perform functions and to provide advice to the Registrar in connection with all aspects concerning the implementation of the operational, logistical and legal framework of the Specialist Chambers and Registry, as they apply to the detention function;
- To be responsible for the governance and management of the detention function of the Specialist Chambers and Registry;
- To make recommendations and to provide the Registrar with advice on custodial and policy matters, conceptualization, development and implementation of policies and procedures, including recommending suitable provisions and mechanisms within the legal framework for the governance of the Detention Facility;
- To organize, plan, direct and supervise a suitable management and staff structure for the functions of the Detention Facility;
- To represent, liaise and negotiate for various prison management and administrative matters, with internal sectors of the Specialist Chambers, such as the Chamber, Registry Administration, as well as with external groups, including the Dutch prison and police authorities and ministries, diplomatic missions, other states Ministries of Justice and penal systems and other private and governmental entities, as necessary;
- To represent and liaise with the relevant external organizations tasked with inspecting and monitoring the Detention Facility, such as ICRC and CAT;
- To liaise and monitor the application of the Service and Facility Agreement and to raise the relevant issues via the appropriate channels;
- To liaise with the Host Prison, the Security and Safety Unit and the Dutch Transport Police on the operational application of any security protocols or procedures;
- To ensure that the Detention Facility operates within the relevant national and international jurisdictions and rules;
- To advise the Registrar on the need for any amendments to the various agreements and protocols;
- 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 four (4) years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of twelve (12) years of relevant professional experience with at least four (4) years of experience at management level.

Specification of Education and Experience

- The above mentioned University degree must be in in at least one of the following fields of expertise: Penology, Prison Management, Social Sciences, Sociology, Criminology, Psychology or other related university studies;
- Minimum of seven (7) years of progressively responsible experience in Prison Management at the national or international level in custody and detention;
- Demonstrated knowledge and ability in an operational custodial setting;
- Absolute tact and discretion;
- Excellent managerial, analytical, planning and organizational skills;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent drafting and report writing skills;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective, constructive working relationships with people from different national and 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;
- 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 staff and interns of the Kosovo Specialist Chambers and Specialist Prosecutor's Office concerning Human Resources policies and procedures;
- To contribute to the development, implementation and review of the Human Resources strategies, policies and procedures;
- To advise the staff and interns on their benefits and entitlements in accordance with the established policies;
- To advise the staff and interns regarding the health insurance policy, and to be their point of contact for any health insurance matters;
- To process leave, home travel, other staff requests checking eligibility and compliance with the established policies and procedures, including necessary update of the respective databases/systems;
- To enter and update records in all personnel related databases/ERP system and to manage the physical files of staff and interns;
- To coordinate timely the performance evaluation process and renewal of contract/extension of tour of duty exercises for the staff and maintain relevant records;
- To coordinate with all relevant stakeholders, including Line Managers, the deployment of selected candidates, redeployment and check-in/out of staff members and interns;
- To prepare accurately the employment contracts, internship agreements and their amendments/annexes;
- To calculate the payroll, entitlements, leave balance of staff and interns in a timely and accurate manner and in accordance with the established policies and procedures;
- To draft the decision/information memoranda, communication to staff and interns on all personnel related matters and to be responsible for their accuracy;
- To plan and organize the relevant training/briefings for staff and interns;
- 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 seven (7) years of responsible professional full-time experience in personnel administration/financial matters, in particular calculation of payroll/staff entitlements;
- Excellent interpersonal and communication skills in English, both verbal and written;

- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Excellent drafting skills;
- Tact, accuracy with an eye for details and discretion;
- 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

- 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 organizations.

Position: Finance Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 030	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To manage the day-to-day financial responsibilities of the Unit in coordination with the Head of Unit;
- To be responsible for the internal process of validation and approval of financial commitments with regards to availability of funds and procurement thresholds;
- To be responsible for the implementation of payments, including payroll, collection of revenue and recovery of amounts established, as being receivable;
- To be responsible for the management and safe-keeping of petty cash and other means of payment;
- To prepare regular treasury forecasts to ensure that sufficient funds are available;
- To establish the accounting rules, methods and the chart of accounts;
- To prepare, present and maintain the accounts and to ensure the safe-keeping of financial supporting documentation;
- To be responsible for the reconciliation of Fixed Assets, in coordination with the inventory and asset section;
- To ensure the integrity, accuracy and timely submission of internal and external financial reports;
- To manage, coordinate and prepare for internal and external audits;
- To liaise and cooperate on financial issues with relevant internal and external actors, including banks;
- To assist with a variety of assignments requiring extensive research and data analysis;
- To develop and implement essential policies, tools and internal controls for financial processes;
- To support the Head of Unit in the financial management of the Specialist Chambers;
- To advise and support in identifying needs of goods and/or services specifically required for the area of responsibility, in technically defining the appropriate requirements to cover these needs and in participating, as appropriate, in the correspondent processes to procure these goods and services;
- To 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: Economics, Finance, Accounting or other related university studies;

- Experience in financial matters, accounting and book-keeping;
- Excellent computer skills in MS Office applications (Word, Excel, PowerPoint, etc.);
- Very good interpersonal and communication skills in English, both written and oral;
- Excellent analytical, research and problem-solving skills;
- Ability to work under stressful conditions and to 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

- Relevant working experience in an EU institution, CSDP Mission or an international organization or hybrid criminal court, preferably in a start-up phase;
- Knowledge of the EU financial rules and regulations;
- Knowledge of financial planning and/or accounting software;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Finance Assistant	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 031	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Finance and Budget Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist the Head of Finance and Budget Unit;
- To prepare payment orders for the approval of the Authorising Officer;
- To be responsible as a cashier or for the daily book keeping;
- To execute payments in cash and via bank transfer;
- To coordinate with Human Resources on monthly per diem/salary calculations and to execute the related payments;
- To be responsible and maintain the cash-box accountancy and the interrelated cash flow forecasts;
- To support the preparation of monthly end balance and account reconciliations;
- To assist the preparation of financial reports;
- To assist the preparation of cash flow forecasts and treasury forecasts;
- To establish and maintain working contacts with local banks;
- To liaise and cooperate on financial issues with the other relevant actors;
- To file, prepare and maintain finance related documents according to audit needs;
- To be responsible for the follow up of finance related documents;
- To assist staff members and vendors regarding queries on payments;
- 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

- A minimum of eight (8) years of relevant work experience in financial matters, accounting and/or book-keeping;
- Competency in using PC-based accounting systems (i.e. QuickBooks Pro, SAGE, SUN etc.) and MS Office in particular Excel;
- Very good interpersonal and communication skills in English, both written and oral;
- Attention to details and good multi-tasking and organisational 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

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

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 ten (10) 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: Political Sciences, International Relations, Communications, Media, Journalism, Law or other related university studies;
- Minimum of five (5) years of experience in particular as Public Information, Communication or Outreach Officer, including working experience in an international environment;

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

Desirable

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

Additional Information:

- Temporary re-assignment to other units may be applicable due to operational demands/requirements.

Education and Experience:

Essential

- Level of secondary education attested by a diploma.

AND

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

Specification of Education and Experience

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

- Good sense of organization, ability to identify priority assignments and activities and manage efficiently multiple tasks;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds.

Desirable

- Previous working experience in a similar position in an international or a hybrid court system;
- Experience in working with possibly traumatized and vulnerable victims of serious and/or international crimes;
- Knowledge on the admissibility criteria for victims at the Kosovo Specialist Chambers and application on the case;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

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

Reporting Line:

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

Main Tasks and Responsibilities:

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

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 interpersonal and communication skills in English, both verbal and written;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Ability to work independently with minimum supervision;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;

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

Desirable

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To provide protection services to all witnesses travelling to The Hague to testify before the Specialist Chambers;
- To investigate and provide threat and risk assessments and to recommend effective and appropriate short and long-term measures in protecting victims and witnesses appearing in the Specialist Chambers;
- To maintain protection files and to administrate cases including financial accountability and due diligence on individual cases;
- To provide protection and support to the persons in the Witness Protection Program (WPP);
- To manage and organize highly confidential information;
- To monitor the psycho-social wellbeing/stress of witnesses and, if necessary, to brief the Support Officer and implement the measures to manage those issues;
- To maintain close relationships with national and international agencies to ensure that the necessary logistical and security co-operation and assistance will be available, if required;
- To carry out specific tasks in the field, particularly to assist in arranging locations for testimony by video link;
- To provide regular updates on operational activities in the field, as needed;
- To be able to travel on extensive missions at short notice and of varying lengths of time;
- To follow and analyze the socio-political and security situation in the area of operations and maintain knowledge of the conditions and infrastructure in the area of operations;
- To maintain a network of contacts with specialized agencies and liaise with relevant governmental and non-governmental bodies assisting in providing protective measures;
- To uphold strict confidentiality regarding matters relating to victims and witnesses;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

A minimum of eight (8) years of relevant professional experience might be considered in lieu of the following requirements:

- 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.

OR

- Equivalent and attested Police or/and Military education or training or an award of an equivalent rank.

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 at least one of the following fields of expertise: Law Enforcement, Police Sciences, Military Sciences, Risk Management or other related university studies;
- A minimum of three (3) years of experience in working a in high risk witness protection unit, determining levels of threat and implementing witness protection schemes which include identity change and international relocation;
- Good judgement to deal with emergency situations, make sound and quick decisions and to identify the key issues in a complex situation;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment;
- Ability to perform under stress and in difficult circumstances;
- Minimum category B driving license required;
- Authorized to carry and be issued a personal weapon if seconded, or be prepared to be trained in their use, if contracted.

Desirable

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

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 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 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:

A minimum of ten (10) years of relevant professional experience might be considered in lieu of the following requirements:

- 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: Computer Science, 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: Deputy Head of Information Technology Services Unit	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-1
Ref. number: 138	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	Open to Contributing Third States: No

Reporting Line:

The Deputy Head of Information Technology Services Unit reports to the Head of Information Technology Services Unit.

Main Tasks and Responsibilities:

- To deputize for and carry out the duties and responsibilities of the Head of Information Technology Services Unit in his/her absence, including but not limited to planning, organizing and managing the work of the unit in all of its aspects;
- To liaise with the business stakeholders, manage the development of all IT and AV equipment and software services for the Specialist Chambers;
- Under the guidance of the Head of Unit, to ensure timely procurement of hardware and software for the needs of the Specialist Chambers and, when appropriate, of the Specialist Prosecutor's Office;
- To prepare technical specifications for procurement purposes;
- Under the guidance of the Head of Unit, to carry out programmatic/administrative tasks necessary for the functioning of the unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, and preparation of inputs for the budget;
- To manage the implementation and/or provisioning of information systems, data networking and communications and audio visual systems of the Specialist Chambers;
- In coordination with the Senior Information and Records Management Advisor and the IT/Information Security Officer, to draft required policies for the functioning of IT hardware and software throughout the institution and to prepare procedures to implement strategy;
- 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 ten (10) years of relevant professional experience with at least three (3) years of experience at management level.

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, Mathematics, Statistics or other related university studies;
- Experience in defining, delivering, and supporting strategic plans for implementing information technologies;

- Good knowledge and/or experience in developing internal office IT management and communication systems, processes and policies in a highly secure setting;
- Demonstrated ability to find creative and pragmatic solutions matching a client's specific needs with limited resources, while respecting industry standards;
- Ability to work in a demanding, dead-line driven environment and to establish and maintain effective, constructive working relationships with people from different national and cultural backgrounds;
- Excellent organisational and management skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English, both written and oral.

Desirable

- Project management skills;
- Relevant experience preferably within an international, hybrid or national criminal court;
- Knowledge of the functioning of the EU and in particular CSDP missions.

Position: Associate Support Officer (Support Unit)	Employment Regime: Seconded/Contracted	Post Category: Management Lever ML-3
Ref. number: 143	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Judicial Division/Witness Protection and Support Office	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Associate Support Officer reports to the Support Officer (Support Unit).

Main Tasks and Responsibilities:

- To provide psychosocial support and other necessary assistance to facilitate the testimony of witnesses who either travel to the seat of the Chambers or appear via video-link;
- To conduct assessments of psychological and other support needs of vulnerable and traumatized victims and witnesses;
- To monitor the psychological well-being of victims, provide in-court-assistance, if requested, and debrief to witnesses;
- To assist the Support Officer in any other tasks related for providing psychological and other support services to victims and witnesses appearing before the Chambers;
- To assist the Support Officer in making recommendations to the Judges, other entities at the Specialist Chambers and the Witness Protection Program;
- To provide psychosocial support to relocated and temporarily relocated witnesses by taking appropriate actions and liaising with other actors for necessary medical, psychological or psychiatric referrals;
- To be able to travel on extensive missions at short notice and of varying length of time and to carry out specific tasks during missions, in particular to assist in facilitating any necessary referrals;
- To provide regular updates on any activities, as needed, and to maintain detailed records on individual cases of victims and witnesses, their needs and the assistance required and provided to them;
- To maintain strict confidentiality about any matters relating to victims and witnesses;
- 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 at least one of the following fields of expertise: Psychology (e.g. clinical or forensic psychology or related);
- A minimum of four (4) years of experience in dealing with and providing support to vulnerable and/or traumatized victims and witnesses in a national or international organization or other

related area of work, including experience in psychological assessments and providing psychological support and counselling post conflict trauma;

- Proven ability to assess psychological distress, make appropriate referrals and work with clients from a wide range of ethnic and cultural backgrounds;
- Willingness to work flexible hours;
- Excellent interpersonal and communication skills in English, both written and oral;
- Ability to work efficiently in a fast-paced, team-oriented environment and to produce accurate work under pressure;
- Ability to maintain effective, constructive working relationships with people from different national and cultural backgrounds.

Desirable

- Previous experience working in an international organisation or a hybrid court system;
- Knowledge of Albanian, Bosnian, Croatian and/or Serbian language;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.

Position: Head of Division of Judicial Services	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 152	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Judicial Services	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Division of Judicial Services reports to the Registrar and Deputy Registrar.

Main Tasks and Responsibilities:

- To provide strategic and policy advice and support to the Registrar and Deputy Registrar in order to ensure the adequate, efficient and effective provision of judicial support services for the Chambers and judicial proceedings;
- As agreed by the Registrar, to supervise and oversee the work of the relevant units in the Division of Judicial Services, including the Court Management Unit, Victims' Participation Office, Defence Office and Language Services Unit; and, in close coordination with the Registrar and/or Deputy Registrar, to coordinate their day-to-day work;
- To report to the Registrar and Deputy Registrar of all relevant activities and operations, drawing attention to challenges and issues as they arise, and to assist in their resolution;
- To advise on and oversee the development and implementation of approved practice directions and guidelines to achieve and maintain efficient, reliable and client-oriented judicial services with a view inter alia to ensure the publicity of judicial proceedings, while protecting the rights and interests of all participants;
- To ensure accurate and timely internal reporting, including the submission of information from the Division of Judicial Services to the Immediate Office of the Registrar, and to liaise with external bodies, as requested;
- To participate in the budget process, as requested, and to liaise and coordinate with the Head of Division of Administration on administrative matters related to the provision of judicial support services;
- To consider and propose to the Registrar good practices and improvements in the management of courtroom operations and other support functions;
- 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 four (4) years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.

AND

- After having fulfilled the education requirements, a minimum of twelve (12) years of relevant professional experience with at least four (4) years of experience at management level.

Specification of Education and Experience

- The above mentioned University degree must be in in at least one of the following fields of expertise: Law, Social Sciences, Political Sciences or other related university studies;
- Minimum of four (4) years of experience at the management level within an international, internationalized or hybrid judicial organisation or equivalent experience in a domestic setting;

- Extensive and progressive professional experience in the area of judicial services, such as assistance to Judges in complex international proceedings, court management, legal services within Chambers or a Registry, or in a senior level supervisory judicial/legal role;
- Experience in strategic planning, in building cohesive teams and directing them towards the achievement of identified goals within approved budgets and agreed timelines;
- Proven leadership ability to plan and direct management and service-related programmes, projects and activities;
- Proven ability to work under pressure and willingness to work long hours, as required;
- Proven ability in managing complex organisational initiatives, as well as experience in a supervisory role with large teams;
- Excellent interpersonal and communication skills;
- Excellent command of written and spoken English, as well as ability to write clearly, concisely and analytically.

Desirable

- Knowledge of EU institutions and 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 organizations.

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To provide personal security advice and support to the Specialist Prosecutor's Office (SPO) staff members involved in investigative missions and other special operations;
- To work jointly with other security elements of the SPO whilst deployed in the field in order to ensure a harmonised approach to risk mitigation and thereby ensure the security of the SPO staff, as well as interlocutors and witnesses;
- To provide security support and services within the SPO offices and, in coordination with Registry Security Staff, within the KJRSI area for SPO staff and visitors;
- To ensure SPO staff compliance with the applicable security policies and procedures;
- To gather, analyse and assess information that may affect the safety and security of the SPO staff;
- To ensure timely and accurate security reporting;
- To carry out threat/risk assessment in order to ensure appropriate security measures are put in place, in a timely and effective manner;
- To conduct regular meetings with the SPO staff members in relation to possible threats and risks;
- To oversee use, handling and storage of secure communication equipment and EU or other Classified Information;
- To closely liaise with designated security information focal points (Diplomatic/Police/Military) in the place of deployment;
- To conduct security training for the SPO staff in residential, office, travel and awareness, as well as identifying training needs in other areas;
- To assist the Communications and Information Systems Team with implementation and maintenance of communications and information security practices and physical architecture within the SPO;
- To produce security based travel advisories when required;
- To act as police;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of University studies of at least 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.

OR

- Equivalent and attested Police or/and Military education or specialized training on field operations, force protection and/or security in a civilian security organization or an award of an equivalent rank.

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: Police, Military, Security or Social Sciences or other related university studies;
- Demonstrated experience and ability to contribute creatively to the development of security strategies and procedures;
- Very good team working skills;
- Tact, accuracy and discretion in handling sensitive and confidential information;
- Demonstrated sound judgement;
- Authorized to carry and issued a personal weapon if seconded or be prepared to be trained in their use if contracted;
- Ability to analyse information.

Desirable

- Driving license of Category C;
- Qualification in analytical processing and development of threat and risk assessments;
- Successful completion of the EEAS Mission Security Officers (MSO) Certification Course;
- Willingness to undertake extensive duty traveling on short notice;
- International experience of an ESDP/CSDP together with experience of multinational and international organizations/Missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Albanian and/or Serbian language.

Position: Head of Operations Support (Prosecutions)	Employment Regime: Seconded/Contracted	Post Category: Expert Level E-2
Ref. number: 546	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Operations Support (Prosecutions) Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Head of Operations Support (Prosecutions) reports to the Specialist Prosecutor through the Deputy Specialist Prosecutor.

Main Tasks and Responsibilities:

- To supervise and manage the Operations Support (Prosecutions) Unit, including the Witness Handling and Information Management Team, Witness Security Team and Language Support Team, to ensure timely and effective delivery of specialist prosecutorial and investigative support services, by maintaining and operating specialist witness security, witness handling and information management capabilities dedicated to the Specialist Prosecutor's Office (SPO) operations;
- To advise the Specialist Prosecutor/Deputy Specialist Prosecutor on the management of risks associated or the result of investigative and other witness related operations, including information management, in particular, SPO's obligations pursuant to Rule 30 paragraph 2 of the Rules of Procedure and Evidence;
- In coordination with the Operational Security Team Leader, and in fulfilment of prosecutor instructions and orders, to provide expert assistance and guidance on mission planning and take a lead in planning and delivery of tactical operational support for investigative and prosecutorial acts carried out under the mandate;
- To be the lead planner for the SPO investigative operations conducted jointly with the external supporting units, including lead responsibility for producing security and risk assessments for those SPO come into contact with and to ensure the implementation of risk mitigation measures by involved SPO staff, in coordination with the SPO Operational Security Team Leader;
- When designated, to assume operational or tactical control over the SPO staff and any associated experts during the SPO investigative operations;
- To draft, maintain, implement, keep under review and ensure staff compliance with operational protocols, guidelines and standard operating procedures related to investigative and prosecutorial operations concerning witness security, witness handling, information/criminal intelligence management and language support services;
- To develop, maintain, and ensure compliance with internal guidelines and best practices regarding SPO's interaction with persons or organizations facilitating access to others for the purposes of an investigation;
- To ensure cooperation and coordination with external supporting units for the SPO operations, including the delivery and management of information and criminal intelligence support;
- To be the point of contact for Interpol, Europol and the other police/investigative coordination organizations;
- To ensure that the staff members working under his/her responsibility identify and report lessons learned and best practices within their respective fields of responsibility, and to foster continuous learning and developing or revising the best practices;
- To act as project manager for procurements related to the provision of criminal investigation support;
- To act as police;

- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of University studies of at least four (4) years, attested by a diploma at Master's level equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area.

OR

- Equivalent and attested Police or/and Military education or training or an award of an equivalent rank.

AND

- After having fulfilled the education requirements, a minimum of twelve (12) years of relevant professional experience with at least five (5) years of experience at management level.

Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Police Science, Law, Psychology, Criminology or other related university studies;
- At least twelve (12) years of experience as a Police Officer, Military Police Officer, Investigator or Security Operations Officer or related position;
- Substantial experience in the risk management of police operations, including production and review of security and risk analyses;
- Significant experience of operations with an international context;
- Experience working at a hybrid or an international tribunal or in related international organization in a policing or investigative role;
- Advanced leadership and people management skills and experience;
- Excellent judgement in police operations;
- Recent experience of leading or supervising police units with serious crime and/or operational support police roles;
- Substantial demonstrated experience in building trust and in working with people from different national and/or cultural backgrounds;
- Demonstrated ability to establish/review priorities, to plan and to exercise control;
- Demonstrated ability to engage with senior officials/governmental level decision makers;
- Demonstrated ability to mentor and motivate staff;
- Authorized to carry and issued a personal weapon, if seconded, or be prepared to be trained in their use, if contracted.

Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Substantial prior experience in an EU Mission or with another international organization at a senior level in a police or investigative related role;
- Prior experience in operating in a secure contained information facility environment;
- Substantial demonstrated awareness of confidential information transmission protocols;
- Significant experience in the management of criminal intelligence units;
- Significant experience in the use of or leading forensic science teams during investigative operations;
- Substantial prior mission experience in the Western Balkans region;
- Ability to perform under stress and in difficult circumstances.