

<b>Position:</b> Associate Legal Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Management Level ML-3
<b>Ref. number:</b> 061	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Victims Participation Office	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Associate Legal Officer reports to the Head of the Victims Participation Office (VPO). The role of the Associate Legal Officer is two-fold: providing legal assistance and support to the VPO and assisting the Head of the Victims Participation Office in representing victims before the Kosovo Specialist Chambers, if applicable.

**Main Tasks and Responsibilities:**

- To provide specialized legal and judicial assistance and support to the Head of VPO;
- To prepare draft legal documents for the VPO;
- To conduct legal research, on a diverse range of assigned issues in international criminal law, criminal procedure and specifically on all matters related to victims and their participation in internationalised proceedings;
- To use multiple legal research (electronic) tools, select relevant material, analyse information and present findings for internal review;
- To assist the Head of VPO in all matters related to the office;
- To supervise the management of the victims' application database and analysis of the applications;
- To assist the Head of VPO in the representation of victims before the Kosovo Specialist Chambers, if applicable;
- To summarize and analyse evidentiary material, witness statements and other relevant material;
- To assist during the proceedings in the maintenance of an effective overview of the evidence presented in court, using a variety of (electronic) tools;
- To draft legal and factual submissions to the court during the pre-trial, trial and appeals phases of the proceedings;
- To undertake legal analysis of judgments and evidence, assessing submissions and authorities submitted by parties;
- To identify and prepare proposals for amendments of the Rules of Procedure and Evidence (RPE);
- To monitor the relevant developments in international law, in particular related to victims;
- To undertake any other related tasks as requested by the Line Managers.

**Additional Information:**

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

**Essential Qualifications and Experience:**

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

AND

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

#### Specification of Education and Experience

- The above mentioned University degree must be in at least one of the following fields of expertise: Law with a specialization in international, criminal or humanitarian law or other related university studies;
- A minimum of two (2) years of progressively responsible legal experience, at either the national or international level;
- Extensive knowledge and practical experience of international criminal law or humanitarian law;
- Excellent interpersonal and communication skills (verbal, written and presentational);
- Excellent drafting and reporting 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 working relationships with people of different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Working experience in a national and/or international or hybrid criminal court;
- Working experience as a lawyer/lawyers' assistant in a national or international criminal jurisdiction;
- Knowledge of victims' rights and work experience with victims of serious and international crimes;
- 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.