

<b>Position:</b> Head of Detention Management Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level E-3
<b>Ref. number:</b> 014	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Judicial Services Division/ Detention Management Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

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

### **Main Tasks and Responsibilities:**

- To perform functions and to provide advice to the Registrar and Deputy 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 and the Deputy 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 organise, 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;
- To liaise and monitor the application of the Detention Facilities and Services 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 (DV&O) 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 assist in developing and drafting internal administrative documents of the Detention Management Unit;
- To advise the Registrar and the Deputy 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.

### **Essential Qualifications and Experience:**

- Successful completion of University studies with a duration of four (4) years, attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's degree

#### **AND**

- A minimum of twelve (12) years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum four (4) years of management experience.

#### 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 organisational 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 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

- 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.