

<b>Position:</b> Executive Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-1
<b>Ref. number:</b> 504	<b>Location:</b> The Hague, the Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Specialist Prosecutor's Office/ Operational Support Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Executive Assistant reports to the Deputy Specialist Prosecutor through the Senior Operational Support Officer (Administration).

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

- To provide assistance and support to the Specialist Prosecutor/Deputy Specialist Prosecutor, and in the Immediate Office of the Specialist Prosecutor, on operational/administrative and secretarial tasks, including drafting of memos, letters, e-mails and other requested documents, also providing editorial inputs, where applicable;
- To schedule appointments and meetings, maintain calendar, schedules and changes and to timely communicate relevant information to the appropriate internal and external parties, and to ensure timely preparation of documentation and reports for the scheduled meetings;
- To organise meetings and receive officials, members of the diplomatic corps and international organisations, judiciary and other relevant interlocutors and to co-ordinate with their corresponding assistants;
- To coordinate and attend, where appropriate, all travel arrangements for the Specialist Prosecutor/Deputy Specialist Prosecutor;
- To accompany the Specialist Prosecutor and Deputy Specialist Prosecutor to meetings and events, as required, making all necessary preparations and taking minutes;
- To be responsible for the effective and appropriate management of the records and archives of the Immediate Office of the Specialist Prosecutor, also setting up and maintaining a proper filing system for all documents, including incoming and outgoing mail and electronic record-keeping;
- To ensure the proper handling of confidential documentation and related information;
- To organise Witness management coordination services: liaising between SPO and KSC, particularly in respect of ongoing trials and scheduling;
- To assist the Senior Operational Support Officer (Administration);
- To undertake any other related tasks as requested by the Line Managers.

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

- A level of secondary education attested by a diploma.

AND

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements.

#### Specification of Education and Experience

- Minimum of seven (7) years of progressively responsible administrative experience;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent sense of organisation, ability to identify priority assignments and activities and to manage efficiently multiple tasks;

- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;
- Excellent interpersonal and 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;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

#### Desirable

- Experience with public information management and with diplomatic and/or rule of law contacts;
- Experience as an assistant to senior level diplomatic, political, legal/justice officials;
- Experience and good understanding of Administration Practices, Rule of Law and Civilian Crisis Management Interventions;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Knowledge of Serbian or Albanian;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.