

Position: Associate Operational Support Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-3
Ref. number: 566	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/ Operational Support Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist the Senior Operational Support Officer (Administration) with the co-ordination of all administrative support required by the Specialist Prosecutor's Office (SPO) and to liaise with Registry counterparts accordingly;
- To assist with the internal process of validation and approval of budgetary commitments, payments, analysis of budget data, cost estimates and the monitoring of expenditures;
- To assist with the coordination, filing and execution of operational travel plans and related activities;
- To arrange mission travel, including transport, hotel, and any other related items, and to act as task manager for such expenditure;
- To assist with financial, administrative, and logistic arrangements for protected person under witness protection program arrangements;
- To assist with the coordination and communications between all operational staff when on mission, in liaison with the Prosecutors, Head of Investigations (Prosecution), Senior Prosecutors and the Security Team Leader, as required;
- To assist with receiving and coordinating the administrative and logistical support requirements of the SPO locations inside and outside the Netherlands;
- To assist the Senior Operational Support Officer (Administration) in ensuring compliance with the applicable EU financial and administrative regulations and the SPO guidelines or protocols and the Registry SOPs;
- To assist in preparing, to review and suggest management inputs on all decision memoranda, justification notes and other documents submitted by the SPO units and teams;
- To assist with the drafting, review and/or provide input to any reports or submissions related to administrative operations of the SPO;
- To ensure the proper handling of confidential and classified documentation and related information passing into, out of and through the Operational Support Unit;
- To undertake any other related tasks as requested by the Line Managers.

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: Business or Public Administration, Economics, Finance, Human Resources, Law, International Studies, Social Sciences or other related university studies;
- Experience in providing administrative services to a multi-disciplinary team, in a CSDP Mission, national government office or with an international organisation;
- Experience in the use of MS Office and other databases;
- Excellent organisational skills and ability to work with minimum supervision;
- Excellent interpersonal and communication skills in English (both verbal and written);
- 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;
- Demonstrated gender awareness and sensitivity, ability to promote an inclusive working environment and integrate a gender perspective into tasks and responsibilities.

Desirable

- Prior work experience with an operational police or military unit, carrying out specialised duties such as witness protection, secure witness travel or the provision of operational security to officials;
- Prior work experience in an international criminal or hybrid court preferably within a prosecutorial office, providing operational/administrative support;
- Experience in the use of travel reservation systems, e.g. Galileo;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Knowledge of the functioning of the EU and in particular CSDP Missions.