

Position: Disclosure Officer	Employment Regime: Seconded/Contracted	Post Category: Management Level ML-2
Ref. number: 567	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Specialist Prosecutor's Office/Prosecution Division	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Disclosure Officer reports to a Senior Prosecutor and/or Head of Investigations (Prosecutions) through a Prosecutor. As the Data Protection Officer for the SPO, reports directly to the Specialist Prosecutor as the Data Custodian.

Main Tasks and Responsibilities:

- To assist in pre-trial, trial, or appellate proceedings, including by overseeing, coordinating, and ensuring the fulfilment of disclosure obligations towards the defence and other participants, including the use of sophisticated software tools developed for complex litigation in the prosecution of cases within the mandate of the Specialist Prosecutor's Office;
- To prepare and assist in the preparation of legal submissions (including filings, oral submissions, correspondence, memoranda, etc.), in particular, related to disclosure, evidence, archiving, or similar matters;
- To oversee, manage, and partake in the preparation of disclosure schedules, projects, protocols, and packages;
- To act as a focal point for matters relating to disclosure;
- To manage the work of Associate Disclosure Officers and act as the project manager for short term experts fulfilling disclosure review tasks;
- To oversee coordination with, as appropriate, the Case and Evidence Manager, the Senior CIS Officer, the Language Support Services Coordinator, and relevant sections of the Registry to ensure effective discharge of the office's obligations in relation to disclosure;
- To train and brief SPO staff on disclosure, and other evidence-related matters;
- To oversee and conduct reviews of evidence for purposes of disclosure and archiving and to manage assigned specific archiving projects;
- To act as Data Protection Officer for the SPO, and in this, to report directly to the SPO Data Custodian;
- 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 seven (7) years of relevant professional experience, after having fulfilled the education requirements of which at least three (3) years at the supervisory/management level;

Specification of Education and Experience

- The above-mentioned University degree must be in Law or other studies relevant to the job description;
- Experience in dealing with complex investigations or prosecutions;

- Experience working in diverse legal systems;
- Professional understanding of and experience in research and analytical tools/applications and specialized court management software;
- Demonstrated sound judgement;
- 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 in complex investigations and proceedings with a transnational character related to war crimes, organised crime or trafficking of human beings, ideally at an international criminal tribunal;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in carrying out Data Protection Officer duties;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Familiarity with relevant case-management, disclosure, and analytical tools, such as Legal WorkFlow, CaseMap, and Zylab;
- 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.