

## **Ministerial Administration Expert (RoLS11) - Seconded**

### **Main tasks**

*Under the direction of the Head of Rule of Law (RoL) section and in coordination with other experts of the ESDP mission the Expert will*

- Assess the capacities of the Ministry of Justice and devise a development strategy in close cooperation with local stakeholders.
- Assist in the development of a legal framework clearly identifying and separating competencies of the Ministry of Justice and other institutions in the judicial sector.
- Serve as a focal point for advice to office of the head of Mission and the other expert of the mission on ministerial administration issues.
- Contribute in establishing a local network for the RoL section within the Ministries of Justice and Interior to liaise with the other experts in the mission.
- Advise other experts on Ministry of Justice related matters.
- Identify project areas, develop projects and coordinate donor efforts in the field.
- Participate in the reporting procedures of the RoL unit and follow-up activities in the mission.
- To undertake any other tasks required on behalf of the Head of Rule of Law.

### **Qualifications and Experience**

- University Degree in Law, Political Science or International Human Rights Law.
- Extensive working experience in ministerial administration in a Ministry of Justice at least at middle management level.
- Good knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective.
- Understanding of the importance of rule of law and human rights in an institutional building and developmental context.
- Demonstrated ability and willingness to work as a member of a team, with people of different professional background.
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity.
- Project management experience, planning and strategic management (desirable).
- Relevant international/mission experience would be a distinctive asset.