

Court Administration Expert (RoLS10) - 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

- To provide information and advice on judicial administration and court reform matters.
- To collect and collate all necessary information related to judicial administration and court reform matters.
- To analyze and provide a field perspective on the applicability and impact of an ESDP mission concerning judicial administration and court reforms.
- To liaise and establish professional working relationships with relevant local and international law enforcement, prosecution, judicial and military authorities and other actors.
- To facilitate practical cooperation and exchange of information in the broader area of RoL.
- To co-ordinate information and provide advice to prioritize needs.
- To participate in production of presentations and reports as directed.
- If required, to assist in the briefing and training of incoming members of the Mission.
- To analyze and scrutinize issues and problems (legal and institutional) concerning proceedings and judicial administration.
- To identify issues needing urgent attention in the area of judicial administration.
- 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 section.

Qualifications and Experience

- University Degree in Law, Public Administration, or equivalent academic training preferably with post-graduate or master studies in Civil Law, Procedural Law, Public administration.
- A minimum of 3 years of experience in judicial administration at middle management level or as a judge/prosecutor.
- Experience from developing legislative framework and judicial institutions in a Member State and/or in a developmental, transitional or post-conflict situation.
- Experience of administrative or judicial reform processes.
- Experience from administration of justice on ministerial/central level or substantial experience of managing judicial institutions on local level.
- Ability to operate Windows, Word, Excel and Power Point applications, including e-mail.
- Excellent level of written and spoken English.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.