



## International Civilian Office/EU Special Representative

### Terms of Reference (TOR)

1.	<b>Position title: VA Number:</b>	Head of Legal Unit IS065
2.	<b>Category/Grade:</b>	Category 1
3.	<b>Unit/Office/Section:</b>	Legal Unit
4.	<b>Scope of the Position:</b>	<b>The Head of Legal Unit manages the Legal Unit of the International Civilian Office and provides legal advice to the ICR, D/ICR and other relevant officials of the organization for all matters falling within the mandate of the ICR/ICO.</b>
5.	<b>Duties and responsibilities:</b>	<p>Under the supervision of the ICR and the Deputy ICR, the Head of the Legal Unit will manage the ICO Legal Unit and ensure the provision of legal advice to the ICR, Deputy ICR and ICO. These general responsibilities shall include, but shall not be limited to, the following specific duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• Manage, supervise and coordinate all members of the ICO Legal Unit including legal advisors, legal officers and support staff with respect to all legal issues stemming from the mandate of the ICR/ICO, including, but not limited to, issues related to questions of international, constitutional and administrative law.</li> <li>• Provide legal advice and legal support to the ICR and Deputy ICR and other relevant ICO officials on all legal matters falling within the mandate of the ICO;</li> <li>• Prepare and draft all acts to be issued by the ICR pursuant to his/her powers and mandate;</li> <li>• Prepare and draft authoritative legal opinions pursuant to the ICR's final authority in theatre regarding interpretation of the Comprehensive Proposal for the Kosovo Status Settlement;</li> <li>• Ensure relevant legal representation, as required in the interest of the ICR/ICO, before international or domestic judicial authorities in particular in cases where issues are raised as to the powers and/or mandate of the ICR;</li> <li>• Liaise with domestic authorities on all legal matters falling within the mandate of ICO;</li> <li>• Liaise with international representatives on all legal matters falling within the mandate of the ICO; and</li> </ul>

		<ul style="list-style-type: none"> <li>• Other duties as assigned.</li> </ul>
6.	<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Advanced university degree in law;</li> <li>• A minimum of ten (10) years of relevant professional experience including significant managerial experience in international organizations or other relevant environments;</li> <li>• Excellent knowledge of public international law, constitutional and human rights law;</li> <li>• Excellent professional skills, including legal research and drafting, oral presentation and computer literacy;</li> <li>• Fluency in English;</li> <li>• Mature judgment and flexibility;</li> <li>• Proven ability to work under stress and considerable pressure; and</li> <li>• Proven ability to work and to operate as part of a team.</li> </ul> <p>Desirable qualifications include:</p> <ul style="list-style-type: none"> <li>• Relevant legal experience in post-conflict situations;</li> <li>• Familiarity with the Kosovo legal system and applicable legislation in Kosovo; and</li> <li>• Knowledge of relevant Kosovo language(s).</li> </ul>