

<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 02	<b>Location:</b> Kyiv	<b>Availability:</b> 16 December 2018
<b>Department/Component/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Legal Adviser reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate.
- To draft legal guidelines for the Mission in accordance with line management instructions.
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues.
- To liaise with international and local stakeholders in legal issues.
- To draft assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings.
- To plan and carry out trainings related to general legal issues.
- To provide advice on host country regulatory and other instruments, mechanisms and arrangements.
- To contribute to Mission induction training of Mission personnel as required.
- To identify and report on lessons and best practices within the field of responsibility.
- To undertake any other tasks required by the Line manager.

### 3. Mission Specific Tasks and Responsibilities

- To contribute to the proper development, implementation and periodical review of Standard Operational Procedures (SOPs) within his/her field of responsibility;
- To coordinate and liaise with other components of the Mission on issues where legal expertise is required.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience, as a practising lawyer, after having fulfilled the education requirements;

### 5. Essential Knowledge, Skills and Abilities

- Understanding and experience of public international law, European law, labour law and data protection law.
- Critical thinking and active listening;
- Complex problem solving skills;
- Time management skills.

**6. Desirable Qualifications and Experience**

- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Knowledge of the jurisprudence in the host country.
- Previous experience on downsizing and liquidation of an international Mission.

**7. Desirable Knowledge, Skills and Abilities**

- Knowledge of the jurisprudence in the host country;
- Previous experience in international litigation;
- Ukrainian or Russian language skills.