

<b>Position Name:</b> Criminal Investigations Team Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 120	<b>Location:</b> Kyiv	<b>Availability:</b> 3 Jan 2022
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/ Criminal Investigations and Organised Crime Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

The Criminal Investigations Team Coordinator reports to the Head of Criminal Investigation and Organised Crime Unit.

## 2. Main Tasks and Responsibilities

- To provide strategic advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To advise Ukrainian counterparts on strategic level training related issues in criminal investigations, such as need assessment for training, development of curricula, ToT concept, etc.;
- To support the development of the capacities of UA LEAs in the field of criminal investigations through mentoring and advising;
- To act as a focal point and interlocutor on strategic level with the Heads of UA counterparts and other key partners on criminal investigations;
- To guide the Unit's work in identifying and addressing structural needs in the performance and accountability of the UA counterparts countering crime through strategies, organisational change processes, legislation, institutional development;
- To assist the Head of Criminal Investigations and Organised Crime Unit in coordinating the Mission's initiatives in the field of criminal investigations, ensuring advisers on criminal investigations in the Field Offices assist in implementing the Mission's advice on strategic policies and projects;
- To advise, in close coordination with the Senior Advisor on Organised Crime (prosecution) and the Prosecution and Judiciary Unit, on best practices in relation to the prosecutorial-led investigation / close cooperation and coordination between LEAs and the Public Prosecution Offices;
- To advise and support in the management of all activities related to criminal investigations;
- To liaise and coordinate on subject matter issues with the Heads of Field Offices and Mobile Unit when tasking their subject matter experts;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission's Operation Implementation Framework (OIF) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;

- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate;

### **3. General Tasks and Responsibilities**

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- To ensure that accountability aspects and human rights norms are included in the advice and assistance provided by the Unit;
- To undertake any other related task as requested by the Line Manager(s).

### **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 **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in coordinating with other LEA and the prosecution service;
- Experience in leading a criminal investigation unit / department;
- Experience of working with JHA agencies in particular with EUROPOL and INTERPOL;

### **5. Essential Knowledge, Skills and Abilities**

- Deep knowledge and experience in all matters related to criminal investigations;
- Knowledge of drafting legislation related to the strategic aspects of criminal investigations;
- Knowledge of Strategic, Operational and Tactical Criminal Analysis;
- Ability to identify trainings needs of the counterparts and draft a training curricular for criminal police;
- Ability to mentor and motivate colleagues;
- Ability to coordinate a diversified team.

### **6. Desirable Qualifications and Experience**

- Experience in reforming criminal police structures in an EU-Member State or a host country;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- Ability to represent the Mission at the highest levels of local counterparts;
- Ability to address these subjects both at central and regional level;
- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.