

Position Name: Senior Adviser on Prosecution (Team Coordinator)	Employment Regime: Seconded	
Ref. Number: UAO 092	Location: Kyiv	Availability: 1 Feb 2022
Component/Department/Unit: Operations Department/ Rule of Law Component/ Prosecution and Judiciary Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser on Prosecution (Management) (Team Coordinator) reports to the Head of Prosecution and Judiciary 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 provide expertise to strengthen capabilities in the prosecution; this will include advice on policy relating to such matters as prosecutorial ethos, structural and operational organisation of the Public Prosecutor's Office, independence and self-governance, resource management and the vetting process of prosecutors;
- To provide awareness and advice to the national level Ukrainian prosecutorial leadership relating to the establishment of robust and effective human resources management and discipline procedures;
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the field prosecution;
- To support the relevant Ukrainian partners in identifying appropriate equipment and infrastructure needed to deliver effective prosecution;
- To manage and lead projects in the prosecution field;
- To coordinate activities of the team members of the Judiciary Team in line with the instruction/direction from the Head of Prosecution and Judiciary Unit
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices related to prosecution;
- To contribute and ensure timely reporting on prosecution related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks 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. The qualification should be in Law; **AND**

- A minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience in prosecution management, after having fulfilled the educational requirements.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers;
- Knowledge of prosecution service.

6. Desirable Qualifications and Experience

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.