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Chief, Law and Justice Section (S3)

 [OSCE Mission in Kosovo, Prishtine / Pristina](#)

 [Rule of Law](#)

 May 16, 2022

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- Issued by: OSCE Mission in Kosovo
- Requisition ID: LAW00001Y
- Contract Type: International Secondment
- Grade: S3
- Job Level: Senior Professional
- Job Type: Seconded
- Number of posts: 1
- Location: OSCE Mission in Kosovo, Prishtine / Pristina
- Posting Date: May 16, 2022
- Closing Date: Jun 6, 2022
- Employee Status: Fixed Term
- Schedule: Full-time
- Education Level: Master's Degree (Second-level university degree or equivalent)
- Job Field: Rule of Law

General Minimum Requirements

The general minimum requirements for working with the OSCE are:

- **Excellent physical condition**
- **Possession of a valid automobile driving license and ability to drive using**



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- Ability to cope with physical hardship and willingness to work extra hours and in an environment with limited infrastructure

Field of Expertise Requirements

The general minimum requirements for working in this field of expertise are:

- Experience in the practice of law, e.g. judges, prosecutors, lawyers, etc.
- Knowledge of courtroom proceedings and criminal law and procedure
- Knowledge of international legal procedure standards and instruments
- Demonstrable organizational, analytical, communication and interpersonal skills

Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

Second-level university degree/certified training course in law or significant work experience in criminal justice and/or law enforcement (the latter required for police corrections officer training)

Experience:

Minimum 6 years of relevant, diversified and progressively responsible professional experience including at least 3 years at the management level relevant to the actual position

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- At least 10 years of experience in courtroom experience (as a prosecutor, a judge, an advocate/lawyer, a judicial clerk, a trial monitor) or in judicial reform, and capacity building of human rights institutions (such as Ombudsperson Institution), dealing with human rights;
- Knowledge of International Law or European Law, and Human Rights Instruments;
- Experience in drafting, editing and commenting legal documents;
- At least 3 to 5 year of experience in project management;
- At least 5 years of staff management and supervision;
- Ability to operate windows applications, including word processing and e-mail;
- Professional fluency in the English language;
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and

gender, and diverse political views, while maintaining impartiality and objectivity;

- Demonstrated cultural sensitivity and judgement to local conditions and communities;
- Flexibility and ability to work under pressure and with limited time frames.

Desirable:

- Previous work experience with International organisations, including the UN, the OSCE etc., or bilateral donors which focus on human rights and rule of law compliance;
- Previous work experience in the region or knowledge of the regional political context and the legal framework in force;
- Previous field work experience.

Tasks and Responsibilities

The Chief of Law and Justice Section (LJS) is in charge of the three thematic portfolios of the Section, coordinating and directing the work of the Law and Policy, the Human Rights and Rule of Law Teams. He/She is responsible of the overall budgetary and non-budgetary activities of the LJS.

Under the direct supervision of the Director of the Human Rights and Communities Department, the successful candidate will be tasked with the following duties:

1. Co-ordinating and directing LJS short and mid-term strategy of the three main thematic portfolios of the LJS, namely Law & Policy and Rule of Law, in line with the strategic priorities of the OSCE Mission in Kosovo and of the Human Rights and Communities Department;
2. Liaising with the other programmatic sections of the Human Rights and Communities Department and with the relevant field staff in order to ensure a coherent approach of LJS activities within the Human Rights and Communities Department;
3. Designing and implementing relevant Law and Justice projects, ensuring coherence and effectiveness, and ensures monitoring and internal evaluation;
4. Reviewing and analysing daily and weekly reports and case-specific tracking memos produced by staff based in the OSCE regional centres;
5. Conceptualises, edits and oversees the drafting of all LJS regular, thematic and ad hoc reports and clears all LJS external reports and outputs;
6. Chairing relevant advocacy meetings with local and international stakeholders and discuss issues falling under the LJS mandate, ensuring project coordination;
7. Meets with officials of the Kosovo institutions, and makes recommendations for training needs and capacity building activities;
8. Directing the actions necessary to follow-up LJS recommendations and findings;
9. Supervising and overseeing legal interventions, as well as project and administration related work carried out by LJS professional and support

staff, based in HQ and in the field;

10. Handling all staff management issues, including hiring and discipline of LJS staff;
11. Proposing, designs, and, if appropriate, leads implementation of trainings for LJS staff and oversees training/capacity building of LJS, judicial and non-judicial, counterparts ensuring quality control, coherence and relevance;
12. Performing other duties as required.

For more detailed information on the structure and work of the OSCE Mission in Kosovo, please see: <http://www.osce.org/mission-in-kosovo>

The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all national, religious, ethnic and social backgrounds. Please note that nationals or permanent residents of the country of the duty station are not eligible to apply.

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/our-competency-model>.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered.

Please apply to your relevant authorities well in advance of the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered. The OSCE can only process Secondment applications that have been nominated by participating States. For queries relating to your application, please refer to the respective delegation as listed here: <https://www.osce.org/contacts/delegations>.