

<b>Position Name:</b> Head of Criminal Investigation and Organised Crime Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 100	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Rule of Law Component/ Criminal Investigation and Organised Crime Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of Criminal Investigation and Organised Crime Unit reports to the Head of Rule of Law Component.

### 2. Main Tasks and Responsibilities

- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on the Mission mandate within its field of responsibility and tasks as set out in the planning documents, the Mission Implementation Plan (MIP) and instructions issued by the Head of Mission;
- To guide the Unit's work in identifying and addressing structural needs in the performance and accountability of Ukrainian counterparts countering organised crime and handling criminal investigations through strategies, organisational change processes, legislation and institutional development;
- To monitor and provide strategic advice and assistance to relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines in coordination with other international actors and stakeholders;
- To coordinate the Mission's strategic advice to Ukrainian counterparts in the field of fighting organised crime and its transnational aspects, including special instruments such as witness protection and strategic, operational and tactical criminal analysis (e.g. Intelligence Led Policing) and aspects on forensics, cybercrimes, financial crimes, financial investigations and counter-terrorism;
- To advise on strategic level to set up and implement countrywide Regional Organised Crime Task Forces;
- To coordinate the Mission's strategic advice to Ukrainian counterparts on criminal investigations, ensuring the advisers on criminal investigations in the Field Offices assist in implementing the Mission's advice on strategic policies and projects;
- To support capacity development of Ukrainian Law Enforcement Agencies in the field of combating organised crime and handling criminal investigations through mentoring and advising;
- To be the key interlocutor on strategic level with the Heads of Ukrainian counterparts combating organised crime and handling criminal investigations and other key partners;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;

- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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

- To identify and report on lessons learned and best practices related to criminal investigation and organised crime;
- To contribute and ensure timely reporting on criminal investigation and organised crime 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 **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, experience in change management, management and implementation of reform programmes, out of which a minimum of 2 years at a management level, after having fulfilled the education requirements;
- Substantial experience in criminal investigations, including investigating organised crime cases and dismantling criminal organisations;
- Substantial experience in leading organised crime unit / department and in coordination with other Law Enforcement Agencies and the prosecution service (e.g. task forces);
- Experience of working with JHA agencies in particular with EUROPOL and INTERPOL.

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

- Knowledge of the EU Policy Cycle, its implementation and knowledge of serious and organised crime threat assessment;
- Knowledge of drafting legislation related to practical aspects of fighting organised crime;
- Knowledge of strategic, operational and tactical criminal analysis;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diverse team.

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

- Experience working in joint investigating teams;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- 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.