

Position Name: Head of Unit - International Crimes Investigations	Employment Regime: Seconded	
Ref. Number: UAO 137	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component /International Crimes Investigations Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Unit International Crimes Investigations reports to the Head of Rule of Law.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) and, in particular, the extension to the mandate to provide support to Ukrainian authorities to facilitate the investigation of any international crimes (war crimes, crimes against humanity, genocide, and crime of aggression) committed in the context of Russia's unprovoked and unjustified military aggression against Ukraine;
- To exercise leadership, management, direction, coordination and ultimate responsibility for the work and staff of the Unit to ensure it delivers on the Mission mandate within the field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To design strategies, initiatives and work streams that support Ukrainian authorities involved in the investigation of international crimes, particularly, the National Police of Ukraine, the Special Bureau of Investigations and the Security Service of Ukraine, and to direct the Unit in the implementation of the above;
- To support Ukrainian law enforcement agencies in improving cooperation and coordination between themselves as well as with the Office of the Prosecutor General;
- To direct and lead the Unit in providing strategic advice and training to Ukrainian authorities in particular in the areas of investigation strategies, and the implementation of best international practices in investigating international crimes in Ukraine;
- To set realistic targets and goals for the Unit to achieve in supporting the extension to the mandate;
- 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 benchmarking in the relevant Line of Operations;
- To ensure, at the 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, such as the International Criminal Court;
- 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 within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- 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 Qualification 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience as an investigator, out of which a minimum of 2 years at the coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience in investigating complex cases;
- Experience of investigating international crimes at the national or international level (specialised court/tribunal or executive international mission);
- International experience, particularly in crisis areas, with multinational and/or international organisations;
- Planning and organisational skills including managing conflicting priorities and working with tight deadlines;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of international criminal law and international humanitarian law.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Ukrainian or/ and Russian languages.