

Position Name: Legal Adviser	Employment Regime: Seconded	
Ref. Number: UAC 007	Location: Kyiv	Availability: 01 April 2023
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Legal Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight in all legal aspects of Mission operations, including operational issues, contracts related to legal or financial issues, contracts of employment and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To act as a Mission Data Protection Advisor providing legal expertise, advice and training on personal data protection;
- To coordinate and cooperate with Civilian Planning and Conduct Capability and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, Administrative/Technical Arrangements, special service agreements etc.;
- To advise the Chief of Staff and Head of Human Resources on legal issues including but not limited to selection, recruitment, employment contracts, secondment etc.;
- To coordinate and liaise with other components of the Mission on issues where legal expertise is required;
- To provide advice on the status of the Mission on privileges and immunities, Mission internal administrative proceedings etc.;
- To draft arrangements with other actors such as EU Delegation and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities and non-governmental organisations etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinate with other relevant host country bodies concerning legal matters;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on disciplinary matters;
- To deliver training material on legal issues to Mission members and other organisations;
- To identify and report on lessons identified/learned and best practices within the respective field of responsibility.

3. General Tasks and Responsibilities:

- To contribute to identification of lessons learned and best practices in the area of competence
- To contribute and ensure timely reporting on activities within the respective area of competence
- To coordinate and liaise with management and components of the Mission on issues where legal expertise is required; 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 in law OR a qualification in the National Qualifications Framework in law 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 in law, e.g. Master's Degree; AND
- After having obtained the relevant degree/qualification, at least 5 years of relevant and proven full-time professional experience.

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting skills;
- Complex problem solving skills;
- Ability to prioritize and manage a demanding workload;
- Excellent interpersonal and communication skills;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds desirable.

6. Desirable Qualifications and Experience:

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Understanding and experience of public international law, European law, labour law, data protection law;
- Substantial knowledge of the functioning of the EU, EEAS and in particular CSDP Missions desirable;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Previous experience on downsizing and liquidation of an international Mission.

7. Desirable Knowledge, Skills and Abilities:

- Good understanding of the political, cultural, historical and security situation of the region where the Mission operates
- Knowledge of the jurisprudence in the host country.