

Position: Legal Officer	Employment Regime: Seconded	
Ref. number: EK 50501 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Human Rights Review Panel	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Legal Officer reports to the Chair of the Human Rights Review Panel (HRRP).

2. Main Tasks and Responsibilities:

- To advise the Members of the HRRP on the applicable law and the international human rights instruments and principles relevant to complaints under review, including conducting connected research;
- To provide effective support to the HRRP in the lead up to, during and in the follow up to the sessions of the HRRP;
- To review, analyse and advise on all documents relevant to complaints under review;
- To draft legal opinions, reports, briefing notes and other legal documents;
- To draft findings and recommendations for the HRRP for submission to the Head of Mission;
- As assigned by the presiding HRRP Member, to ensure that the work of the Secretariat and its staff are effectively managed;
- To undertake any other tasks as required by the Line Manager.

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 presiding HRRP member.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; The qualification should be in the field of Law or Public Administration; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Prior experience in working with the judiciary and/or law enforcement agencies;
- Excellent knowledge of human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Excellent analytical, research and legal drafting skills.

6. Desirable Qualifications and Experience:

- Experience in case work/processing and complaints handling.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the functioning of the EU.