

Position Name: Ministerial Legal and Administration Senior Adviser	Employment Regime: Seconded	
Ref. Number: JUS 08	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Justice Section	Security Clearance Level: Non Required	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Ministerial Adviser/Expert reports to the Head of Justice Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the implementation of the Justice Sector Strategy, its legal framework and the restructuring of the internal organisation in the Ministry of Justice (MoJ);
- To support and assist key MoJ units through continuous technical advice, mentoring and, if appropriate, training of staff at the operational level;
- To identify, plan, develop, and implement projects aiming at enhancing professional capacities of staff members of the MoJ;
- To facilitate joint projects and activities with other institutions or organisations aiming at enhancing the capacities of the MoJ;
- To assist and advise the MoJ, and relevant officials within the MoJ, in their efforts to improve good governance and increase efficiency in their decision-making processes and internal work-flow.

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 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 and/or military education or training or an award of an equivalent rank; the qualification should be in Law OR equivalent and attested police and/or military education or training or an award of an equivalent rank, AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of judicial reform processes, criminal procedures and administration of justice.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.