

Position Name: Head of Justice Unit *	Employment Regime: Seconded	
Ref. Number: JUS 01	Location: Ramallah	Availability: 1.5.2026*
Component/Department/Unit: Operations Department/Justice Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of Justice Unit reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Justice Unit in the implementation of the Mission mandate as set out in the OPLAN and other relevant planning documents;
- To oversee the Unit's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Unit's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission units and advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of Criminal Justice, including participation in the Justice Sector Working Group ensuring that appropriate technical assistance is provided to the Group;
- To act as the representative of the Unit with external interlocutors as required;
- To support the development of the capacity of local authorities in the field of Criminal Justice;
- To deputise for the Head of Operations when tasked by the Head of Operations;
- To identify, manage and report on risks arising from specific processes, systems and projects within the mandate of the Mission;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in the Mission 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 the 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 area of responsibility;
- To contribute to ensuring timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the implementation 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; the qualification must be in law; AND
- A minimum of 7 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- The qualification must be in law and work experience as a judge, prosecutor, lawyer or legal expert;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to conduct effective and comprehensive planning at both strategic and operational level, including identification and review of priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Proficient level of written and spoken English

6. Desirable Qualifications and Experience:

- Master's degree in management, or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict- or immediate post-conflict situation, preferably in the field of rule of law and criminal justice;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Middle East/international experience, particularly in crisis areas with multinational and international organisations;
- Experience in negotiations.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic language skills.