

Position name: Senior Adviser on Penitentiary and Probation	Employment regime: Seconded	
Ref. number: UAO 098	Location: Kyiv	Availability: 01 May 2026
Component/Department/Unit: Operations/Rule of Law and Organised Crime Component/Rule of Law Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Adviser on Penitentiary and Probation reports to the Head of Rule of Law Unit.

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 development of the Ministry of Justice and the Probation Service in the field of Penitentiary and Probation through activities in line with the Penitentiary Reform Strategy and related Action Plan;
- To be the key interlocutor with the Ministry of Justice and the Probation Service;
- To develop policies in line with the Ministry of Justice and the Probation Service.

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; 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;
- Expertise of designing and delivering training;
- Knowledge of Penitentiary and Probation reform process including development of policy, development of training curricula for penitentiary and probation staff, as well as regarding legislation.

6. Desirable Qualifications and Experience:

- Experience in creating and delivering pre-deployment training for Prison Officers;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language skills.