



Vacancy and Job Description

Division/1st Level Department	Department/Unit	Region	Position Reference	Generic Pos. Ref.	Position Title	Vacancies
Monitoring Pillar	Case Monitoring Unit	Pristina	EKLS 40213	LS0163	Senior Legal Advisor	1

Monitoring Pillar

Case Monitoring Unit

Title: **Senior Legal Advisor - Case Monitoring Unit**

Ref. no: **LS 0163**

Region: **Pristina, with Kosovo wide mobility**

Grade: **1**

The Senior Legal Advisor - Case Monitoring Unit reports directly to the Chief of the Case Monitoring Unit, or whom he/she may designate.

Main tasks and Responsibilities:

- Provides legal advice, verbal or written, related to police and justice issues and policies to the Chief of the Case Monitoring Unit, the Thematic Lead Monitors and the Mobile Monitors of the Case Monitoring Unit;
- Drafts reports and other relevant documentation related to police and justice issues to be covered by the Case Monitoring Unit;
- Provides in-depth assessment, evaluation and interpretation of the local justice system (legal and institutional aspects), its needs and capabilities;
- Provides legal advice and drafts written legal opinions and reports upon request of the Chief of the Case Monitoring Unit, the Thematic Lead Monitors and the Mobile Monitors of the Case Monitoring Unit;
- Provides expertise in interpretation of the legislation applicable in Kosovo on a wide variety of issues;
- Advises on legal reform matters through designated mechanisms such as, but not limited to, Legal Review Mechanism, Legislative Working Groups, relevant IPA and Twinning Projects, in relation to the programmatic portfolio;
- Performs any other duties related to his/her assignment.

Job Requirements:

- Successful completion of a full course of University studies attested by a degree in Law. A postgraduate degree in Law or a relevant field or a Bar exam would be an advantage;
- After having obtained the education requirements at least seven (7) years of relevant and proven full-time professional experience. Previous work with an international organisation would be an advantage;
- Excellent spoken and written command of English language. Excellent drafting skills;
- Excellent knowledge of the legal system and applicable law in force in Kosovo, including international human rights law;
- Demonstrated knowledge of European and other international standards and judicial institutions;
- Excellent legislative drafting skills and expertise in legal reform processes;
- Demonstrable analytical capacities;
- Excellent spoken and written command of Albanian plus working knowledge of Serbian OR excellent spoken and written command of Serbian plus working knowledge of Albanian;
- Excellent good computer skills in MS Office applications (Excel, Word, Power Point);
- Ability to establish and maintain effective working relations as a team member in a multi-cultural and multi-ethnic environment;
- Punctuality; dedication to work quality; reliability; confidentiality; ability to perform under stress, willingness to work flexible working hours;
- Good interpersonal and communication skills;
- Ability to prioritize and manage a high workload.