**Position Name:** Ministerial Strategic and Policy Expert  
**Employment Regime:** Seconded

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<tr>
<th>Ref. Number:</th>
<th>Location:</th>
<th>Availability:</th>
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<td>RL 11</td>
<td>Ramallah</td>
<td>ASAP</td>
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<th>Component/Department/Unit:</th>
<th>Security Clearance Level:</th>
<th>Open to Contributing Third States:</th>
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<tr>
<td>Rule of Law Section</td>
<td>EU CONFIDENTIAL</td>
<td>Yes</td>
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1. **Reporting Line:**
The Ministerial Strategic and Policy Expert reports to the Head of Rule of Law.

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(s) on the strategic and operational level as appropriate;
   - To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose 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 liaise with and advise the host state justice authorities and relevant security sector reform actors;
   - To liaise with other international actors;
   - To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
   - To maintain necessary contacts and build relationships with relevant local counterparts;
   - To ensure compliance with instruction/direction from Mission management;
   - To identify best practices and lessons learned within the field of responsibility;
   - To design and deliver training, as appropriate;
   - To undertake any other related task as requested by the Line Manager(s).

3. **Mission Specific Tasks and Responsibilities:**
   - To provide expertise and advice on monitoring and evaluating the Justice Sector Strategy and its implementation within the Ministry of Justice (MoJ);
   - To support and advise on external policy issues including the relationship of the MoJ with the other main criminal justice institutions;
To cooperate with the Legislative Drafting Expert(s) for the improvement and clarification of the legislative drafting process and the initiation, reviewing or amending of legislation in the field of criminal justice;

To assist the MoJ, and relevant officials within the MoJ in their efforts to improve transparency in their decision-making processes;

To identify, plan, develop, and implement projects and trainings aiming at enhancing both collective and individual capacities of staff members of the MoJ, with respect to the enhancement of teamwork, performance, communication and information sharing within the MoJ;

To facilitate joint projects with other institutions or organisations aiming at enhancing the capacities of the MoJ;

To support the planning, monitoring and evaluation of all projects and tasks serving the public;

To support the implementation of reforms to strengthen key units within the MoJ, in particular the units on planning, human rights, gender, international legal cooperation, complaints and forensic medicine, at both operational and management level;

To support the building and enhancing of units with an accountability or oversight task also on international obligations;

To contribute to identify and report lessons and best practices within the respective field of responsibility.

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 in Law OR equivalent and attested police or/military education or training or an award of an equivalent rank AND

- A minimum of 6 years of relevant professional experience, including working experience in advising justice institutions on policy and reform in developing or emerging states, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;

- International experience in the field of criminal justice, legal or institutional reform;

- Knowledge of the importance of rule of law, human rights and gender concepts in an institution building and developmental context;

- Ability to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
• Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

• Professional experience as a judge, prosecutor, defence lawyer or within a MoJ or other criminal justice institution advising on policy and external relations;
• Experience of drafting and reviewing primary and/or secondary legislation;
• Ability to translate strategy into action and to work effectively in a deadline driven environment;
• Experience of designing and delivering training;
• Experience in project management.
7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views;
- Knowledge of Arabic.