

<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> <del>UAC-007</del>	<b>Location:</b> Kyiv	<b>Availability:</b> <del>19 September 2025</del>
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line

The Legal Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

## 2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight and perform compliance and due diligence in all legal aspects of Mission operations, including contracts related to legal or financial issues, European public procurement, employment contracts and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To coordinate and cooperate with Civilian Operations Headquarters and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, administrative arrangements, special service agreements, including advice on public procurement;
- To advise the Chief of Staff and Head of Human Resources on legal issues related to selection, recruitment, employment contracts, secondment and rules pertaining to the martial law exceptions etc., in line with applicable CivOpsHQ guidelines and instructions;
- To provide advice on the status of the Mission on privileges and immunities etc.;
- To draft agreements and arrangements with other actors such as EU Delegations and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities, prospective external donors and NGOs etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinate with other relevant domestic bodies concerning legal matters;
- To advise on Mission personal data protection, act as Mission Personal Data Protection Adviser, and to advise on artificial intelligence awareness;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor and provide due diligence on the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance, including legal risk assessments on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on Code of Conduct and Discipline and administrative decisions;
- To deliver training material on legal issues to the Mission and other organisations;

- Ensure compliance with and provide clarifications on CivOpCdr instructions, EU legislation, Mission internal rules, including Standard Operating Procedures and their drafting;
- Participate as Board member in the Mission Claims/Property Survey Board (C/PSB) on Mission asset write-off and cost recovery.

### **3. General Tasks and Responsibilities:**

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To identify and report on lessons learned and best practices 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 in law OR a qualification in the National Qualifications Framework in law 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 in law, e.g. Master's Degree; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contract drafting and review, compliance due diligence etc.);
- Excellent drafting skills.

### **6. Desirable Qualifications and Experience:**

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

### **7. Desirable Knowledge, Skills and Abilities:**

- N/A