

TERMS OF REFERENCE PROBATION LEGAL EXPERT

ToR Date of Issuance:	Dec 07, 2016
Due Date for Applications:	Dec 22, 2016

PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs, and activities.

Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support – from managers to technical experts - to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform, which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM: **Selects initiatives** based on clearly defined links to reform initiatives

- Ensures transparent **recruitment** of human resources
- Manages the **contracting** and payment of human resources
- Provides financial **reports** for donors
- **Monitors** initiatives for results.

At the request of a Ministry of Internal Affairs, the PRSM recruits short to medium term local Ukrainian experts and specialists, from outside government, to undertake assignments critical to reform within the Ministry. The PRSM will also pay for limited-term salaries of key positions from within the army of volunteers that currently work without pay on reforms across government ministries.

PRSM is a program of the Ukrainian non-government organization “Foundation for Support of Reforms in Ukraine” (the Foundation).

Position Summary: Legal Expert – will undertake research, analysis and develop drafts and amendments to Ukrainian legislation in relation of the probation implementation in Ukraine. The Expert will be directly subordinated to the Probation Reform Team Leader.

Preferred Qualifications and Skills:

- Education: Law;
- 3-5 years or more experience in legislative analysis and policy development;
- Preferably 1-2 years of experience in public sector with proved track record of implemented reforms and projects;
- Experience in legislative drafting;
- Strong analytical and presentation skills;
- Advanced computer skills especially Microsoft Excel and Power Point;
- Fluent English.

Indicative duties and responsibilities:

- Review existing draft sub-laws in the area of probation and develop related amendments that address gaps in functioning of probation officers for juveniles and adults;
- Conduct analysis of probation legislation in other countries, collect and analyze feedback from local probation offices, identify gaps and formulate solutions for the probation implementation in Ukraine;
- Work closely with the MoJ's Probation Department to make sure that probation specific sub laws are in line with the requirements of international standards and best practices with regard to probation;
- Facilitate work of the probation reform team with other agencies, judiciary and related parliamentary committees;
- Develop procedures and terms of reference for local probation offices;
- Provide contributions to the related training curricula for probation staff.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on December 22, 2016 to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements.

Please ensure to state **Probation Legal Expert** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

Shortlisted candidates will be contacted after December 26, 2016.