



# IAP

International Association of Prosecutors

## Job Description

### IAP GENERAL COUNSEL POSITION

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**Reporting to:** The President and Secretary-General (and through them to the Executive Committee).

**Duties and**

**Responsibilities:** Supporting the President, the Secretary-General and the Bureau of the Secretary General in the performance of such duties as may be assigned to him/her by the President and the Secretary-General.

Performing the duties listed in article 13 of the Constitution of the IAP and the duties set out in the annex to this job description.

**Time available:** In accordance with general agreements and employment contract.

**Qualifications**

**And Experience:**

- Member of the IAP;
- Advanced university degree in law, international relations, political science or qualifications similar to that
- Minimum of 10 years of relevant professional experience, preferably in an international setting
- Knowledge of the functioning of international organisations is highly desirable
- Ability to work harmoniously as a member of a team
- Brief and memo drafting skills and ability to write clearly and concisely
- Legislative and regulatory drafting skills are desirable
- Experience in speech writing
- Accuracy and attention to detail

- Partner and network building skills are essential
- Ability to establish and maintain effective working relationships with people of different educational, national, linguistic and cultural backgrounds
- Sound judgment, integrity, tact and discretion in dealing with others and good supervisory and interpersonal skills
- Fully proficient computer skills

#### Knowledge of Languages:

Fluency in English is essential and working knowledge of other languages is highly desirable and will be considered as an asset.

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## ANNEX

### Specific duties of the General Counsel of the IAP:

#### 1. Meetings of the Executive Committee

- Assist the Secretariat in drawing up agendas and minutes;
- Assist the Secretariat in the preparation of the meetings.

#### 2. Legal counseling, policy development and project management

- Providing legal advice to the President and the Executive Committee;
- Proposing annual working plans and focus areas of the Association;
- Bringing together working groups and monitoring progress;
- Drafting policy papers;
- Support knowledge management platforms (IAP expert databases);
- Delivering presentations to the Executive Committee and General Meeting as necessary;
- Acting as an expert on behalf of the IAP in reviewing documents and draft legislation for third parties.

#### 3. Publications

- Overseeing texts of constitution, protocols and IAP publications;
- Writing IAP publications (news bulletins, papers, booklets, books) as necessary;
- Making recommendations to the Executive Committee on future directions for IAP publications and professional projects;
- Working with responsible for other IAP publications to monitor the effectiveness of

goals and policies;

- Working with the Executive Director on issues related to conference publications;
- Liaising with the Secretariat and the IAP's publishers as required.

#### 4. Representation

- Attending IAP conferences, meetings globally and other events as required;
- Attending external conferences and events globally on behalf of the IAP as required.