



**IAP**  
INTERNATIONAL  
ASSOCIATION OF  
PROSECUTORS

# Job Description

## General Counsel

- Reporting to:** The Secretary-General
- Recruitment terms:** Appointed by the Executive Committee for a six-year term, unless the Executive Committee determines otherwise.
- Time available:** In accordance with general agreements and employment contract.
- Languages:** Fluency in spoken and written English is essential and a working knowledge of other languages will be considered as an asset.

### The Role:

The General Counsel (GC) is the Chief Legal Advisor of the International Association of Prosecutors (the Association). The GC is the principal legal professional representative of the Association responsible for the development and delivery of a professional programme and for providing legal advice and counselling to the Association.

The GC is responsible for safeguarding the reputation of the Association by guaranteeing that all operations maintain the limits prescribed by the Articles of the Association.

The General Counsel shall have such powers and duties as referred to in Article 13 of the IAP Constitution (see Annex 1) and other duties as set out in Annex 2.

## Skills, qualifications, and competences of potential candidates

### Qualifications and experience

- Individual membership of the IAP or fulfilling criteria for admission.
- University degree in law and advanced experience in criminal law.
- Experience as an operational prosecutor.
- Experience of leading a team and working with multiple stakeholders.
- Substantial experience in drafting, reviewing, researching, and negotiating agreements, legal texts, and other formal and informal documents.
- Experience in developing strategies and policies to further organisational objectives in compliance with applicable laws and procedures.
- Experience in providing strategic and operational legal advice to senior management.
- Substantial experience in international cooperation is considered an advantage.
- Experience in drafting formal legal text is considered an advantage.

### Skills and abilities

- Excellent analytical skills
- Ability to provide competent and comprehensive legal advice on a range of topics.
- Ability to communicate complex information clearly, concisely and unequivocally, both verbally and in writing.
- Ability to communicate and interact effectively with officials at all levels.
- Ability to inspire, encourage and build confidence to drive forward collective actions.
- Ability to supervise and coordinate work.
- Ability to develop and implement strategies to progress the Association's objectives.
- Ability to manage multiple and competing priorities and demands in often challenging circumstances.
- Ability to represent the Association effectively with project partners, and on-stage during conferences, training and webinars.
- Excellent networking skills.
- Ability to work independently and with limited resource support.
- Ability to draft documents clearly and concisely.

## Behavioural competencies

The General Counsel is required to demonstrate competences as follows:

- **Initiator:** Ability to take the initiative and set direction for self and others. Willingness to take fresh approach and learn new skills if required.
- **Organised:** Ability to review own workload, set priorities, develop a work schedule, track progress towards objectives and develop solutions to any anticipated challenges.
- **Result oriented:** Demonstrate individual responsibility and accountability in meeting the Association's objectives. Identify improvements to deliver more effective and efficient outcomes and respond to challenges constructively.
- **Decisive:** Ability to assess situations and determine the importance, urgency, risks, and responses in a timely manner and in line with the Association's interests.
- **Team player:** Ability and willingness to cooperate with others. Recognise the value of sharing ideas, knowledge, and information. Create successful outcomes when resolving issues where differences of opinion, approaches, and solutions are in play.
- **Networker:** Establish and develop productive and positive working relations with colleagues and members from all cultural backgrounds. Demonstrate dignity and respect for gender, educational, cultural, linguistic and religious differences. Promoting the collegiate ethos of the Association.
- **Communicator:** Demonstrate good listening and communication skills. Ability to present own views in a constructive manner, whilst acknowledging different perspectives, feelings and concerns.
- **Person of integrity:** Possess sound judgement, integrity, tact and discretion in dealing with others.

## ANNEX 1

In accordance with Article 13.1 the powers and duties of the GC shall be determined by the Executive Committee and shall include proposing annual professional working programmes, and the performance of such duties as may be assigned to GC by the Secretary General and through the Secretary General by the President.

## **ANNEX 2**

**The General Counsel will perform a wide range of duties, including those listed below, along with any additional duties as required.**

### **Engagement and representation**

- Develop and maintain strong working relations with project partners to deliver relevant aspects of the professional programme.
- Lead the implementation of the IAP “Standards” into training programmes within countries/jurisdictions where the Association is represented.
- Develop and maintain strong working relationships with Global Training Academy (GTA) collaborators.
- Develop and maintain strong working relationships with the Specialist Networks
- Engage effectively with relevant divisions within prosecuting authorities with the aim of identifying needs for specialist training to be provided through GTA.
- Maintain professional development and affiliations to stay up to date on the latest developments and ensure the Association’s services meet professional needs and expectations of its members.
- Deliver presentations on behalf of the Association at relevant events.
- Draft written and oral opinions when requested by partner organisations.
- Contribute to a positive work environment and culture that inspires and motivates staff.

### **Legal counselling and policy development**

- Provide accurate, timely and strategic legal advice to the Secretary-General and the Executive Committee.
- Ensure that the Association complies with its articles.
- Identify legal issues that may affect the programmatic work of the Association.
- Advise on legal strategies and develop solutions.
- Research, analyse and interpret proposed new Articles of the Association.
- Perform annual review of the Articles of the Association and propose amendment if the Articles no longer comply with work processes and

requirements.

- Ensure the Association has appropriate policies, procedures, systems and processes in place and ensure that any agreed amendment is fully implemented.
- Provide strategic guidance and support on legal issues regarding the mission of the Association.
- Identify legal implications of major decisions, strategies, initiatives, and services.
- Draft and review policies and procedures, regulations, and other legal documents.
- Ensure that the Executive Committee and any other committee and sub-committee has at its disposal sufficient guidance and professional advice on matters concerning compliance with the Association's governing instrument, the Constitution, Protocols, and guidelines to ensure that the Association is well administrated and meets all its governing responsibilities.
- Support the Secretary-General in drafting responses to complaints and requests for assistance in Prosecutors in Difficulty cases.

### **Professional deliveries (Guidelines, Training, Specialist Networks, publications)**

- Propose and deliver professional working programmes and relevant professional projects.
- Ensure that the output of the Association remains professional and relevant to its members.
- Ensure effective implementation of agreed work programmes and projects.
- Direct the professional programme of annual conferences and support the professional programme of regional conferences.
- Direct the drafting of training material for partnership projects.
- Direct the drafting of training material to be delivered during regional conferences.
- Draft Association contributions to produce deliveries such as guidelines and handbooks.
- Monitor the professional deliveries on partner projects and ensure agreed project phase deadlines are met.
- Develop and maintain strong working relationships with Specialist Network facilitators.
- Arrange for working committees to be set up for the individual Specialist Networks and ensure they are operative.

- Ensure that professional content uploaded to the Association's knowledge sharing platform is kept updated and relevant.

## Conferences and Training

### Annual Conferences

- Support the yearly update of the IAP Annual Conference Manual.
- Develop the professional programme of the Annual Conferences and orchestrate a successful delivery onsite.
- Draft the text content for the call for abstracts, letters for contributors, and guidelines for each group of contributors.
- Direct the collection of abstracts and lead the selection of speakers.
- Direct the correspondence with conference contributors.
- Oversee the collection of CVs, presentations, and speeches from contributors.
- Direct the onsite control of timings and technical deliveries in general.
- Direct the drafting of the final conference report.
- Direct the drafting of the conference feedback report.

### Regional Conferences

- Support the annual update of the IAP Regional Conference Manuals.
- Assist Regional Conference hosts in developing the professional programme and in locating appropriate specialist speakers.

### Training events

- Identify relevant training for specialists and members in general.
- Encourage Specialist Networks facilitators to provide both in-person and online training.
- Assist in the development of training materials that include elements of the IAP Standards.
- Direct the regular delivery of webinars.
- Explore other sources of training partnerships.

## Other trust positions/roles

- Chair of the Professional Programme Committee (annual conferences)
- Member of the ad hoc Complaint Committees as appropriate.

- Advise the Prosecutor in Difficulty Standing Committee as appropriate.
- Advise the Prosecutors Exchange Programme Committee as appropriate.
- Advise the Global Training Academy Committee as appropriate.
- Advise the Funding Committee as appropriate.
- Attend Senate Meetings as required.