



IAP

International Association of Prosecutors

Job Description

IAP GENERAL COUNSEL POSITION

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. While the General Counsel has wide professional autonomy in the execution of his or her duties, he or she reports to 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, at least for a substantial part as a front-line prosecutor;
- 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;
- Full proficiency in 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.

ANNEX

Specific duties of the General Counsel of the IAP:

1. IAP Conferences

- Responsible for the content of the professional programme of the IAP Annual Conference;
- Assist the host of IAP Regional Conferences with the professional programme.

2. Meetings of the Executive Committee

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

3. Legal counseling, policy development and project management

- Providing legal advice to the President and the Executive Committee;
- Proposing annual working plans 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;
- Providing comments on behalf of the IAP on documents and draft legislation for third parties.

4. Publications

- Overseeing the drafting of amendments to the 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 officers 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.

5. Representation

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