Secondment

**Transitional Justice and Reparations Specialist**

*International Organisation for Migration, Kyiv*

**Context**

Under the overall supervision of the Chief of Mission and under the direct supervision of the Senior Advisor on Reparations and Transitional Justice with the IOM Office in Ukraine, the Transitional Justice and Reparations Specialist will be responsible for the provision of support in developing and implementing the IOM programme related to Transitional Justice and Reparations for victims of war crimes, crimes against humanity and gross human rights violations.

**Tasks and responsibilities:**

- Monitor the national and international developments, collect, and analyse information pertinent to the issues of transitional justice and reparations for Ukraine.
- Support the Senior Advisor on Reparations and Transitional Justice in formulation of research methodologies, institutional positions and strategies related to reparations and transitional justice.
- Under the guidance of the Senior Advisor and in collaboration with the Transition and Recovery Team of the IOM Office in Ukraine, develop project proposals and identify potential funding sources.
- Support the Senior Advisor in development of advisory notes, guidelines, terms of references, standard operating procedures to national and international stakeholders for the purpose of establishing comprehensive reparations and transitional justice mechanisms, including reviews and commenting on existing and draft legal frameworks.
- Prepare training materials and conduct trainings on reparations and transitional justice for international and national stakeholders, including representatives of the Government of Ukraine and civil society organizations.
- Represent IOM at meetings, conferences and events.
- Perform any other duties related to Reparations and Transitional Justice assigned by the Senior Advisor or the Chief of Mission of the IOM Office in Ukraine.

**Qualification and Experience**

1. **Education**
   - Master Degree in Transitional Justice, Human Rights Law or International Law, or Bachelor Degree in above fields in combination with 5 years of experience in these domains.

2. **Work Experience**
   - Experience in research and analysis on topics related to dealing with the past, transitional justice, international humanitarian and human rights law.
   - Experience in reviewing and drafting legal frameworks on topics relevant for this position.
   - Experience in developing training materials and delivering trainings.
   - Experience in developing, fundraising and managing projects.

3. **Language**
   - Proficient English is mandatory. Additional UN language (e.g. French, Spanish) desirable. Working knowledge of Ukrainian is advantage.
4. **Security and Safety:**
   - Physical and mental fitness to work in this context (Assignments are subject to successfully meeting the medical standards).
   - Possession of a valid automobile driving license.

5. **Nationality**
   - Swiss nationality

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<tr>
<th>Duty station:</th>
<th>Kyiv</th>
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<tr>
<td>Start of assignment:</td>
<td>1 February 2024 or earlier</td>
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<td>Duration of contract:</td>
<td>1 year, with the possibility of extension.</td>
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<td>Deadline for applications or application period:</td>
<td>29. October 2024</td>
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<td>Interviews are scheduled to take place on:</td>
<td>6/7 November 2024</td>
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For further information, please contact:
- Ms Sonya Elmer Dettelbacher, Programme Manager (sonya.elmer@eda.admin.ch, +41 58 48 00293) for questions related to the mission or
- Ms Julia Herzog-Schmidt (sts.afm.sef.rekrutierung@eda.admin.ch) for questions on requirements and on the selection process.

**Assignment:**
The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding.
The seconded expert receives a contract from the Federal Department of Foreign Affairs for the duration of the deployment.

A complete application contains:
- an application letter in English;
- a CV English;
- diplomas and work certificates;
- the completed Personal History Form PEP (see: [http://bitly.ws/dTMd](http://bitly.ws/dTMd))

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1 **Swiss Expert Pool for Civilian Peacebuilding**
The deployment of civilian experts within the scope of Switzerland’s policy on peace, human rights, and humanitarian issues is a long-standing tradition. Depending on specific needs, civilian experts are made available for temporary civilian peace projects as election monitors, police advisers or specialists in fields such as constitutional law and practice, mediation, the rule of law, human rights and humanitarian law (www.eda.admin.ch/expertenpool).