



Short Term Legal Consultant

Job Description

DAI, a global development consulting firm, seeks application from qualified candidates for the USAID Kosovo Transparent, Effective and Accountable Municipalities (TEAM) activity.

Through the **Kosovo TEAM Activity**, the DAI team will support USAID/Kosovo to address corruption at the municipal level by increasing the transparency and effectiveness of municipal procurement systems. DAI will focus on the following three program components:

1. Develop, refine and roll out models for transparent and accountable municipalities;
2. Engage the central level in addressing municipal corruption within the procurement process; and
3. Enable civil society to track and expose corruption.

DAI will identify and work extensively in five municipalities to champion anti-corruption reforms. In addition, DAI will work with select entities within the Government of Kosovo (GOK) that are relevant to addressing corruption at the municipal level. Furthermore, DAI will provide sub-contracts or grants to national-level Civil Society Organizations (CSOs) which will monitor all 38 municipalities in areas such as procurement and recruitment while ensuring greater citizen engagement, especially in rural areas.

DAI is seeking candidates for the following position: **Short Term Legal Consultant**

1. role's Purpose:

The STTA is responsible to support the National Auditor Office in its efforts to establish and institutionalize their internal fraud detection capacities. The STTA will advise and provide on-the-job training to NAO's legal department in establishing NAO's legal framework and guidelines on handling audit cases with elements of fraud, based on established rules and guidelines. In addition, the expert will be responsible for ensuring that standards set by TEAM are followed and project solutions are the most efficient and cost effective.

2. Objectives and Duties

The main objective of this position is to provide advice and support to NAO Legal Department in undertaking the following activities:

- Analyzing audit findings, their legal qualification, and preparing cases with relevant evidence for submission to law enforcement authorities (State Prosecutor's Office);
- Drafting agreements to formalize cooperation between NAO and the State Prosecutor and other law enforcement agencies, based on the legal mandate of NAO on reporting suspicions of fraud. (The agreement will regulate bilateral consultations, notification of potential fraud cases, exchange of information on fraud cases, to assess the risk of fraud, as well as organization of meetings, conferences and shared trainings between SAIs and the investigative authorities);
- Drafting and implementing written procedure on the legal unit's responsibilities, timeframes of execution, templates of the documents, protocol of cooperation inside the organization and liaising with the competent authorities;
- Provide specification to auditors regarding the exact stage of the audit procedures when the cases of suspected fraud should be sent to the Legal Audit Department;
- Draft a protocol on what should be published in the audit reports which are made available on the NAO's web site.
- Drafting sub-legal acts and other documents on implementing the Law on NAO;
- Drafting other relevant legal documents, including the International Standards on the Supreme Audit Institution;
- Reviewing the most complex legal field cases handled by audit teams and assessing their impact on compliance audit;
- Providing advice on handling legal problems faced in the audit work, their resolution, and advising on legal opinions concerning more complex issues.

3. Qualifications

- Advanced law degree or equivalent to 5+ years' work experience;
- Prior experience with judicial and/or law enforcement institutions is required;
- Excellent legal drafting skills;
- Knowledge with audit practice is desirable;
- Experience with international donor projects in Kosovo is an advantage;
- Good management, analytical, problem-solving and communication skills;

Duration of the assignment: six (6) month.

Application Instructions

Email your CV and Cover Letter to **KosovoTEAM_Recruitment@dai.com** by **26, December 2017**.

Note: The email subject line must include the position title.

Only short-listed candidates will be contacted for interview.