

# The Human Trafficking Institute

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## Law Enforcement Advisor

Job Description | February 2019

### Institute's Mission

The Human Trafficking Institute exists to decimate modern slavery at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, the Institute provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to free victims.

### General Description

The Law Enforcement Advisor will play a significant role in the development and growth of the Human Trafficking Institute within their designated Partner Country assignment. He or she will work directly alongside the Partner Country's anti-Trafficking in Persons (TIP) investigative unit providing expert assistance in the investigation and prosecution of TIP cases. The Law Enforcement Advisor will be engaged in developing and maintaining relationships with government and non-government officials in the assigned Partner Country, establishing and supporting specialized units, conducting country TIP assessments, and providing training and mentorship.

### Responsibilities

- Provide advice and counsel regarding human trafficking law, investigations, and prosecutions.
- Develop and maintain relationships with key leaders within the criminal justice system in the designated Partner Country assignment.
- Identify contextual gaps in the Partner Country's ability to effectively investigate and prosecute TIP cases.
- Provide technical assistance to the Partner Country in strategizing how to improve investigative and prosecutorial efforts.
- Work directly with the Partner Country's dedicated anti-TIP investigative unit on active TIP investigations.
- Develop and maintain relationships with non-government entities engaged in the anti-TIP efforts in the Partner Country.
- Advise investigative TIP unit on proactive and reactive investigative strategies to best address TIP matters in the Partner Country.
- Assist the investigative TIP unit in developing financial investigative evidence in TIP cases.
- Assist the investigative TIP unit in the collection/maintenance of evidence and preparing cases for trial.
- Assist the investigative TIP unit in interviewing TIP survivors and other relevant witnesses.
- Prepare human trafficking training curricula and materials and conduct knowledge and skills-based trainings.
- Participate in the development of, and serve on the faculty for, an annual Human Trafficking Academy in the Partner Country, and elsewhere as needed.
- Assist in recruiting experienced TIP professionals to serve as embedded experts within specialized units in Partner Countries.

- Communicate the Institute’s vision and mission to government officials, practitioners, and donors.
- Represent the Institute at various conferences, events, and meetings.
- Maintain organized reports and detailed data regarding human trafficking investigations and cases in assigned Partner Country.
- Participate from time to time in the Institute’s development and fundraising efforts.
- Assist in the overall organizational development of the Human Trafficking Institute.
- Maintain confidentiality of privileged and sensitive information.
- Establish and maintain a positive public relations image.
- Attend meetings, retreats, and other Institute events.
- Generate new and innovative ideas to advance the Human Trafficking Institute’s mission.
- Carry out additional assignments at the request of the Institute leadership team.

### **Skills and Experience**

- Excellent communication and writing skills
- Minimum of a Bachelor’s degree
- At least five years’ experience investigating a wide variety of TIP cases, with a preference for international case experience
- Demonstrated experience developing and conducting TIP training for law enforcement.
- Demonstrated leadership in the criminal justice response to combatting human trafficking
- Experience in developing and providing TIP training and materials
- Ability to quickly and independently produce a professional work product
- Experience living and working in the developing world is preferable
- Experience working as a team and managing multiple tasks
- Self-motivated and articulate
- Organized, meticulous attention to detail

### **Critical Qualities**

- Willingness to live and work internationally for a minimum of two years
- Ability for domestic and international travel
- Ability to work effectively with minimal in-person direct supervision
- Disciplined with priorities
- Personable
- Mature judgment
- Demonstrates sensitivity and respect for other cultures
- Professional presentation in demeanor, written and oral communication
- Promotes multisectoral, interdisciplinary collaboration
- Works well under stress
- Strong ethic of service
- Sustained positive attitude
- Passion for the Institute’s goals

### **To Apply**

This is a full-time, field-based position with benefits. Applicants should submit a cover letter, résumé, and three references to [Applications@TraffickingInstitute.org](mailto:Applications@TraffickingInstitute.org). Applications will be accepted until the position is filled.