

VACANCY ANNOUNCEMENT

April 2018

Legal Adviser Central America Office (in Guatemala)

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

We are seeking to recruit a Legal Adviser (lawyer) who will be responsible for supporting judges and other justice operators to promote the independence of the judiciary and reinforcement of the rule of law, and to train judges in human rights and independence of the judiciary in Guatemala.

The ideal candidate is a lawyer with knowledge of international human rights and with practical experience of human rights legal advocacy and an understanding of the history, politics and legal system in Guatemala.

RESPONSIBILITIES

Reporting directly to Central America Regional Director, the Legal Adviser has the following responsibilities:

- Coordinate and assist in the implementation of the ICJ's Rule of Law projects, in particular the project "Strengthening the Rule of Law in Guatemala" in close cooperation with the Human Rights Committee of the Norwegian Association of Judges and the Guatemalan Association of Mayan Lawyers and Notaries, using a range of advocacy strategies to support ICJ legal interventions, including conducting field research into human rights issues related to law and justice;
- As project coordinator, maintain constant communication with the Guatemalan Association of Mayan Lawyers and Notaries, and closely monitor the implementation and results of the project, and assist with the preparation and implementation of high level international missions;
- Writing, contributing to and editing reports, press releases, legal memos and briefing papers;
- Helping to prepare training materials and participating in training and capacity building exercises and assisting partners in developing litigation strategies and drafting court submissions;
- Support the networking and human rights advocacy capacities of Guatemalan judges, lawyers and civil society and human rights defenders through organizing and facilitating learning events, including workshops and mentoring visits, in Guatemala City as well as in other regions of the country;

- Monitor and analyze legal and political developments, human rights and the rule of law developments in Guatemala, including monitoring law/Constitutional reform initiatives;
- Work with the team in Guatemala to develop proposals and preparing interim and final narrative reports for donors, as well as carrying out project monitoring and evaluation on an ongoing basis, and ensure, together with the Finance Officer, that the project budget is adhered to;
- Actively maintain supportive working relations and seek opportunities for joint work with the staff of other regional and international programmes;
- Work with the team in Guatemala to develop proposals and preparing reports for donors;
- Assist in any other task assigned by the Central America Regional Director.

QUALIFICATIONS

The successful candidate for this position in Guatemala will have:

Education & Experience

- Degree in Law from Guatemala;
- An advanced degree in international human rights law, international humanitarian law or international business law is desirable;
- Three to five years progressive relevant experience as a lawyer;
- Demonstrated commitment to human rights and rule of law;
- At least some experience with project management.

Essential skills

- Fluency in English and Spanish is essential;
- Knowledge of international human rights law and international and regional human rights jurisprudence;
- Strong analytical skills; communication, planning and organizational skills;
- Excellent interpersonal skills and ability to work as part of a multi-cultural team;
- Openness and flexibility, capacity to adapt to changing priorities and needs;
- Teamwork and interpersonal skills;
- Openness and flexibility, capacity to adapt to changing priorities and needs;
- Full, clean driver's license;
- Good knowledge of word processing software such as Microsoft Word.

The ICJ is an equal opportunities employer and offers a competitive salary package.

APPLICATIONS close on **May 15, 2018**.

The application must include **a cover letter, resume** and names of at least **2 references**, sent to:

By email: myrna.samayoa@icj.org

Reference: Legal Adviser (lawyer), Central America (Guatemala)