

July 2024

Legal Adviser (100%)

Job location: Tunis

Beirut would also be considered for those with existing right to work in Lebanon

Target start date: as soon as possible

The International Commission of Jurists (ICJ) is a worldwide organization of judges and lawyers united in affirming international law and rule of law principles that advance human rights. Its strategic goals for 2021-2025 are: (1) to develop, defend, and strengthen international institutions, instruments, and standards on rule of law and human rights; (2) to improve domestic implementation of, and compliance with, international law and standards; (3) to bolster the effectiveness and independence of judges and lawyers; and (4) to improve access to justice for all and accountability. With its Headquarters based in Geneva, Switzerland, ICJ has a presence in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

To help ensure the organization's operations in the Middle East and North Africa region (MENA), we are seeking a full-time **Legal Adviser**. The ideal candidate will be an international human rights lawyer with strong knowledge and experience of international human rights and humanitarian law, with high interest in human rights legal research and advocacy, as well as a sound understanding of the history, politics and legal frameworks of the MENA region.

RESPONSIBILITIES

Under the overall supervision of the Middle East and North Africa (MENA) Programme Director, and under direct supervision of the Senior Legal Adviser, the Legal Adviser holds the following responsibilities:

- Contribute to the implementation of the ICJ's MENA work, with a focus on Libya, using the full range of innovative ICJ advocacy strategies and legal interventions, conduct research, prepare legal reports, memos and submissions, and support and/or conduct capacity building and training for legal practitioners;
- Actively contribute to the development and shaping of ICJ MENA Programme strategies at the national and international levels;
- Provide sound and timely legal advice on specific national human rights and rule of law issues in MENA countries;
- Monitor relevant legal and policy developments and carry out legal advocacy to strengthen the rule of law and human rights in the MENA countries;
- Develop and maintain a substantive dialogue and effective working relationships with multiple stakeholders, including relevant human rights organizations, UN institutions and bodies, and representatives of civil society as well as the judicial, legal and human rights communities;
- Represent the ICJ at the external level, including in the field and before international organizations and other actors;
- Organize ICJ missions, trial observations and seminars in the region, including managing logistical arrangements with local partners;
- Research, draft and edit ICJ reports, legal briefings, submissions to UN bodies, press

- releases and advocacy papers;
- Contribute to ICJ's media and communications efforts, including giving media interviews;
 - Ensure close internal coordination between the MENA Programme and other ICJ regional and thematic programmes;
 - Inform and mobilize the ICJ Network in support of the work of the MENA Programme;
 - In conjunction with staff responsible for finance, contribute to preparing and managing the MENA programme's budget for the country of focus as well as monitoring expenditures;
 - Contribute to internal and donor reporting and programme and project level monitoring and evaluation actions;
 - Ensure the implementation of the work plan within the designated timeframe in relation to the country of focus;
 - Contribute to fundraising for the MENA Programme and assist in managing its resources and budget;
 - Undertake other relevant tasks as requested by MENA Programme Director or Senior Legal Adviser.

PROFILE

The successful candidate will have:

Education & Experience

- University degree in law with further academic studies in international human rights law;
- A minimum of five years of legal experience /working for the promotion of human rights at the national and international level, including some experience with non or inter-governmental organizations in the MENA region.
- Experience working on Libya highly desirable.

Language skills

- Excellent oral and written English, fluency in Arabic highly desirable;

Essential Skills

- Proficient in the use of Microsoft office;
- Excellent legal and political judgment and proven ability to develop and carry out innovative legal advocacy strategies;
- Excellent knowledge of human rights and related advocacy work, including at the international level;
- Strong research, writing and analytical skills;
- Very good organizational skills and the ability to effectively manage conflicting demands, meet deadlines and adjust priorities;
- Excellent interpersonal skills and ability to work as part of a multi-cultural team;
- At ease with fundraising and outreach;
- Demonstrated commitment to human rights and the rule of law in the MENA region.

APPLICATIONS

Interested applicants should provide all materials outlined below to recruitment@icj.org.

Early applications are encouraged as they will be reviewed on a rolling basis. The ICJ will close the recruitment process as soon as a suitable candidate has been identified.

- A CV (maximum 2 pages); please indicate your home address and your phone number on your CV. The HR unit might contact you by phone (fast-track process).
- A cover letter (maximum 1 page);
- The names and contact information of at least two recent references.

Please include "**Legal Adviser MENA**" in the subject line of the application e-mail. The ICJ shall not be liable for not opening proposals that are submitted with a different subject.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted.

The ICJ is committed to the principle of equal employment opportunity and value a diverse workforce. The ICJ's policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel.

Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

ICJ staff must adhere to its Code of Ethics which states that discrimination, bullying and harassment in any form will not be tolerated, nor sexual harassment, violence or assault in any form. The successful candidate will be required to pass a background check.

ACCESSIBILITY NOTICE: Applicants with disabilities who require reasonable accommodation throughout the recruitment process may send their requests through an email to recruitment@icj.org, or call +41 229 793 833.