VACANCY ANNOUNCEMENT

July 2024

Legal Adviser Central America (100%)

Job location: Guatemala (Home-based)

Target start date: August 2024

Note: Actual hiring is contingent upon funding approval

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 in Guatemala and the Latin America Region, we are seeking a full-time Legal Adviser – Central America. The successful candidate is a lawyer registered in Guatemala, who has at least 6 years of legal experience at the national, regional, and/or international levels, including with inter-governmental organizations or relevant NGOs. The future post holder is expected to be familiar with specific regional and national human rights issues, including judicial independence, the rule of law and economic, civil, social, political and cultural rights, and the rule of law.

RESPONSIBILITIES

Reporting directly to the LATAM Regional Lead, the the Legal Adviser for Central America will support the LATAM programme in the areas listed below, with a specific focus on Guatemala:

LEGAL SCOPE:

- Monitor and analyze legal and political development, human rights and the state of the law in Central America, with a focus on Guatemala;
- Provide sound and timely legal advice on specific regional and national human rights issues, including judicial independence, the rule of law and economic, civil, social, political and cultural rights, and the rule of law;
- Support with legal advice and assistance the projects implemented by the ICJ related to judicial independence and the fight against impunity. In this sense, the legal adviser will support the organization and implementation of high-level international missions;
- Organize and participate in ICJ missions, trial observations and capacity building programmes with judges, lawyers, prosecutors and other human rights defenders;
- Carry out legal advocacy and provide expert statements regarding judicial independence and the rule of law;
- Research, draft and edit reports, briefings and submissions to the Inter-American human rights mechanisms and UN bodies;
- Draft regular advocacy papers;
• Represent the ICJ in Guatemala, develop and maintain effective working relationships with multiple stakeholders, including diplomatic missions;
• Contribute to fundraising by drafting project applications and ensure timely management, reporting, and evaluation of programme resources and budgets;
• Supervise the work of the interns who are part of the projects in the Central America region;
• Contribute to the overall development and implementation of the ICJ strategic plan at the regional and national level;
• Any other activity that the parties mutually agree.

ADMINISTRATIVE SCOPE:

• To communicate with and to appear before the administrative, municipal and political authorities regarding matters related to the status of the ICJ in Guatemala, and to present on behalf of the ICJ all class of appeals before those authorities;
• To carry out acts or deeds necessary for the purpose of securing or removing the ICJ registration procedures in Guatemala;
• On behalf of the ICJ, write, sign, amend, and lodge all documents;
• To operate, open or close one or more bank accounts with commercial banks in Guatemala for the purposes of the ICJ;
• To make arrangements to enter into leases or close lease contracts for a period of up to two years;
• Review, analyze, digitalize, remove, safeguard information contained in the physical archives of the ICJ in Guatemala;
• Make payments for administrative procedures, having to obtain the documentary support that accredits the management;
• Provide support, when needed by the Programme Manager, with logistic aspects of events, conferences, workshops and similar activities done within the regional projects, including in-ground communication with suppliers to ensure successful development of events;
• Support in close coordination with the Programme Manager and Finance Officer, the management of the resource aspects of projects and budgets in the region.

PROFILE

The successful candidate will have:

Qualifications & Experience:

• University degree in law with further academic studies in international human rights law;
• Lawyer registered in Guatemala
• At least 6 years of legal experience at the national, regional, or international levels, including with inter-governmental organizations or relevant NGOs.

Language skills:

• Excellent oral and written Spanish and English.
• A working knowledge of a regional language such as Portuguese is an advantage.

Other competencies

• Demonstrated commitment to human rights, equality and non-discrimination and the rule of law;
• Excellent legal and political judgment and proven ability to develop and carry out innovative legal advocacy strategies;
• Strong research, writing and analytical skills;
• Sound organisational skills and the ability to manage a heavy workload, conflicting
demands, and to meet deadlines;
• Excellent interpersonal skills and ability to work with flexibility and as part of a
multicultural team;
• Previous fundraising, project management and reporting experience a distinct
advantage.

Residency requirement: the future post-holder should reside in Guatemala.

APPLICATIONS

Interested applicants should provide all materials outlined below to recruitment@icj.org
by 31 July 2024, midnight Central European Time (CET). Early applications are encouraged as
they will be reviewed on a rolling basis, the ICJ reserves the right to close the recruitment
process early if a number of qualified applications has been received.

• A CV in English (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 Central America" 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
accommodations throughout the recruitment process may send their requests through an
e-mail to recruitment@icj.org, or call +41 229 793 833.