

VACANCY ANNOUNCEMENT



May 2025

Associate Legal Adviser (100%)

Job location: Thailand (hybrid)

Applies only for candidates with an existing right to work in Thailand.

Target start date: 1st August 2025

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. Headquartered in Geneva, Switzerland, ICJ has a presence in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

OVERVIEW

The Associate Legal Adviser for the Asia-Pacific Programme supports the broader objectives of the International Commission of Jurists (ICJ) in promoting human rights, justice systems, the rule of law, and access to justice across the region, with a focus on Thailand and Lao PDR. Operating under direct supervision of the Senior Legal Adviser this position assists in implementing the ICJ's strategic initiatives, contributing to research, advocacy, and project management.

The ALA supports implementation of the Asia-Pacific's programme using a range of innovative advocacy strategies to support ICJ legal interventions, including, field research into human rights issues related to law and justice; writing, contributing to and editing human rights reports, legal memos and briefing papers; delivering trainings and capacity-building activities; and engaging with allies and advocacy targets including civil society, local and international media, government, justice sector actors, policymakers, diplomats, UN agencies and mechanisms.

RESPONSIBILITIES

Programme Support:

- Assist in the development and execution of the Asia-Pacific Programme, with a focus on Thailand and Lao PDR, using ICJ's range of legal, advocacy and capacity building tools to advance the Programme's goals.

- Coordinate the planning and organization of workshops, seminars, and training sessions to build the capacity of lawyers, judges and other stakeholders in the region.

Research and Analysis:

- Contribute to legal research and the preparation of reports and advocacy papers on human rights issues relevant to the Asia-Pacific region, with a focus on Thailand and Lao PDR.
- Monitor and analyse legal and political developments, human rights and the rule of law developments internationally, including monitoring law reform initiatives and access to justice.

Advocacy and Communication:

- Engage in advocacy efforts in various forums, including bilateral and multilateral dialogues with key advocacy stakeholders, and contribute to the creation of engaging and informative content across multiple platforms (social media, newsletters, the ICJ website) to raise awareness and support advocacy initiatives of the Programme.
- Develop and implement communication strategies, manage press relations, and produce press releases, web stories and public statements to amplify the ICJ's visibility and advocacy impact.
- Assist civil society partners, victims of human rights violations, and their families in advocating for legal or policy reform and access to justice, including by providing advice on relevant international human rights law and standards; conducting trial observations; and supporting the development of litigation strategies and submissions to relevant national bodies.

Legal Interventions:

- Contribute to legal research and the preparation of legal interventions, including drafting legal briefs and submissions to treaty monitoring bodies.

Training and Capacity Building:

- Design, organize and deliver training sessions, workshops and capacity building exercises on priority issues related to the role, including the development of materials, agendas and training modules.

Networking and Representation:

- Help maintain and develop relationships with the legal, political and academic communities in governments, as well as donors, NGOs, and other stakeholders in the region's human rights community;
- Under the guidance of the Senior Legal Adviser, represent the ICJ in various capacities as directed, developing and maintaining relations and contributing to the organization's external communications and media work.

ICJ Network Engagement:

- Support engagement with the ICJ Network, facilitating the exchange of ideas and information on human rights issues within the Asia-Pacific region.

Collaboration Across ICJ Projects:

- Work collaboratively with staff from other regional and international programmes, contributing to joint efforts and sharing updates on the Asia-Pacific Programme's activities.

Resource and Budget Management:

- Support the preparation and management of the programme's resources and budget, as well as the monitoring of expenditures.

Fundraising and Reporting:

- Contribute to fundraising efforts, including drafting project proposals and maintaining donor relations.
- Prepare regular reports on programme activities for internal use and donor reporting, as well as for programme- and project-level monitoring and evaluation actions.

Other Duties:

- Undertake additional tasks and responsibilities as requested by the Senior Legal Adviser or the Director of the Asia-Pacific Programme.

KEY REQUIREMENTS**Education:**

- A degree in law.
- Advanced degree in international human rights law or international humanitarian law highly desirable.

Work experience:

- Progressive international experience in legal research, human rights advocacy, or related activities (minimum three years; internships and traineeships may be counted 50%);
- Experience of practical legal and advocacy experience at the national and international level working for the implementation of international human rights standards highly desirable;
- Experience working in Thailand and/or Lao PDR is highly desirable; and
- Experience and knowledge on issues of anti-torture, ill-treatment, enforced disappearance, and gender-based violence (GBV), as well as experience in conducting capacity-building on these topics, are highly desirable.

Language skills:

- Excellent oral and written English and Thai.

Computer skills:

- Knowledge of Microsoft Office: Word, Excel, PowerPoint.

Other competencies:

- Demonstrated interest in and commitment to human rights and the rule of law;
- Experience in communications work, design, creation of audio-visual materials, development of communications strategies or management of social media is an asset;
- Good knowledge of international human right law and international and regional human rights mechanisms and jurisprudence;
- Political judgment and the ability to develop and carry out innovative advocacy and legal work;
- Strong analytical and organizational skills, with the ability to manage multiple tasks and projects effectively;
- Communication, teamwork and interpersonal skills, with the capacity to work collaboratively and in a multicultural environment;
- Openness and flexibility, capacity to adapt to changing priorities and needs.

APPLICATIONS

Interested applicants should provide all materials outlined below to recruitment@icj.org by **15 June 2025**, 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 earlier if a suitable candidate has been identified.

- 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).
- Cover letter (maximum 1 page);

Please include **"Associate Legal Adviser APP"** 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 values 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 email to recruitment@icj.org, or call +41 229 793 833.