

Legal and Policy Officer

Siracusa International Institute for Criminal Justice and Human Rights

Project:	Mechanism for Combating Illicit Trade
Experience:	At least 3 years' relevant professional experience
Term:	12-month, full-time contract
Probation period:	3 months
Location:	Siracusa, Italy. Remote working arrangements may be considered
Remuneration:	Subject to experience, gross annual salary of approx. €42,000 plus monthly accommodation allowance

Position description

Recognised as a global leader in technical assistance, training and research in the fields of criminal justice, the rule of law and human rights, the Siracusa International Institute for Criminal Justice and Human Rights (Institute) seeks a versatile and creative Legal and Policy Officer to contribute to cross-sectoral research, analysis and policy development in connection to its ambitious new project, *the Mechanism for Combating Illicit Trade*.

Headquartered in Sicily, the Institute is an independent non-governmental, non-profit law and policy organisation committed to the protection of human rights through the rule of law. It is recognised by decree of the Italian President of the Republic and the Italian Ministry for Foreign Affairs. It has consultative status with the United Nations (UN) and actively contributes to a wide range of expert fora and networks on crime and security matters including, for example, the UN Crime Prevention and Criminal Justice Network. Since its establishment in 1972, the Institute has conducted large-scale technical assistance projects across Europe and the Balkans, the Middle East and North Africa. It has trained more than 53,000 judges, prosecutors, lawyers and related criminal justice professionals. Leveraging on its expertise and experience over more than 45 years, the Institute is laying the foundation for an exciting planning and growth phase that will be focused on identifying new strategic opportunities and partnerships for the future. At its core, the Institute aims to consolidate and continue building its reputation as a centre of excellence in the Mediterranean Region.

1. Position overview

Reporting to the Project Manager, the Legal and Policy Officer supports the implementation of the project and contributes to the development of legal and policy positions on priority illicit trade threats, challenges and opportunities, drafting policy documents that are clear and accessible for a broad range of decision- and policy-makers, and otherwise contributing to evidence-based policy development in the context of the project.

The Legal and Policy Officer conducts in-depth research and analysis, and delivers timely and accurate advice on legal and policy matters, that will contribute to the development of policy recommendations, a methodology for assessing compliance with the recommendations, and effective strategies for combating illicit trade across sectors and across borders. This support will enable the Institute and its partners to actively shape the global policy agenda on illicit trade. The Legal and Policy Officer's research, analysis and advice will ensure that the Institute continues to lead in responding to emerging opportunities on illicit trade and in related fields.

Based in Siracusa, the Legal and Policy Officer is a key member of the Siracusa International Institute's Legal Team and works under the supervision of the Project Manager. The Legal and Policy Officer is expected to work with a high degree of initiative and autonomy. The Legal and Policy Officer cooperates with project staff as well as the Institute's other senior staff, consultants, fellows and volunteers, as necessary.

2. Project overview

Commencing in November 2018, the project is a one-year research and policy development project of the Siracusa International Institute. It aims to mitigate the harmful consequences of illicit trade by driving a systematic approach to it by all stakeholders.

More specifically, the project's objectives are to:

- i. formulate international recommendations for combating illicit trade that are specific, actionable and measurable.
- ii. propose an innovative methodology for assessing the compliance of national governments and businesses with the recommendations.
- iii. support regional and global governance bodies to drive a systematic approach to illicit trade across sectors and across borders.

The longer-term vision for this project is the potential establishment of a mechanism to set international benchmarks and track global action in the fight against illicit trade across sectors and across borders.

3. Primary responsibilities

- Conduct in-depth legal and policy research and analysis, including critical analysis of laws, legislative proposals and policy proposals for combating illicit trade from a cross-sectoral perspective.

- Continuously monitor and report to the Project Manager on legal and policy developments relating to illicit trade and transnational organised crime, for the purposes of identifying: relevant contacts, potential partners and funding opportunities; related projects, initiatives and networks relevant to the project's implementation and follow-up; new publications and studies; conferences and other events; and any other information that may be relevant to the project.
- Establish and continuously maintain the project's contacts database.
- On the basis of in-depth research and analysis, contribute to developing innovative and coherent evidence-based policy positions designed to address key threats, challenges and obstacles related to illicit trade, and incorporate expert advice and feedback as needed.
- Contribute to drafting the project's recommendations and a methodology for assessing compliance with the recommendations.
- Support the Project Manager to brief and engage consultants for the purpose of providing expert input on the development of the recommendations and methodology.
- Assist in the creation of detailed briefing documents and publications including reports, briefing and discussion papers, and policy guidelines.
- Support the Project Manager and other senior staff to develop and maintain strong relationships with key stakeholders, including intergovernmental bodies, UN agencies, national governments, businesses, industry groups, civil society and other stakeholders, on the basis of expert, timely, accessible and clear advice.
- Contribute to maintaining and enhancing the Institute's online presence and impact.
- Contribute to project monitoring and evaluation, and the drafting of donor reports.
- Identify future research priorities, in consultation with the Project Manager.
- Contribute to drafting project proposals, partnership proposals, and other documents relating to new strategic opportunities.
- Perform other related tasks as assigned.

4. Selection criteria

Essential

- At least 3 years' relevant professional experience in fields related to illicit trade, including, for example: organised crime and corruption; counterfeiting and piracy; supply chain security and the role of intermediaries; customs and excise procedures; measures to combat money laundering and terrorist financing; tax policy, subsidies and exemptions; border management; threats and opportunities associated with digital communications, currencies, online platforms and marketplaces; and public-private cooperation.
- An undergraduate degree in a related field such as law, development studies, criminology, economics, international trade and security, political science, international relations and social science.

- Significant experience working across both law and policy matters.
- Demonstrated track record of high-quality legal and policy research, analysis, drafting, advice and advocacy.
- Innovative, forward-thinking and entrepreneurial approach to policy development.
- High-level of creative, critical and lateral thinking and analytical skills.
- Strong advisory and communication skills, and an interest in using these to further the strategic and advocacy priorities of the Institute and its partners.
- Strong attention to detail and accuracy.
- Solid knowledge on the Financial Action Task Force's (FATF's) recommendations on money laundering and terrorist financing, and the FATF's methodology for assessing compliance and effectiveness.
- Solid knowledge of key cross-sectoral international conventions including those relating to the fight against organised crime, corruption and related crime areas.
- Outstanding written and verbal English.
- Excellent ability to plan and prioritise work, including when under pressure, and to ensure that deadlines are met.
- Ability to identify strategic opportunities, including analysing how dynamic political contexts may impact on the Institute's law and policy work.
- Ability to work collaboratively within a small team but also to execute work independently and take initiative.

Desirable

- Experience working with the international business community.
- Experience developing, using and/or evaluating methodologies for measuring compliance with policy recommendations and benchmarks.
- Postgraduate degree in a related field.
- Fluency in one or more languages other than English including, in particular, French, Italian and/or Arabic.

5. Remuneration

Remuneration is subject to the shortlisted candidate's level of relevant experience. The successful candidate can expect to receive a gross annual salary of approximately 42,000 euros, in addition to a fixed monthly accommodation allowance that is subject to negotiation.

If the position is based in Siracusa, the Institute will also cover the cost of one return flight to assist in relocating to Siracusa.

6. Submitting your application

Interested candidates are requested to send their application in one Word document or PDF to Mr Filippo Musca, Deputy Director General at f.musca@siracusainstitute.org and Mr Tobias Freeman, Senior Legal Officer at t.freeman@siracusainstitute.org. Please include the position title in the subject of your email.

The application will comprise:

- a. A cover letter of no more than two pages, explaining your suitability for the position in light of the primary responsibilities and selection criteria outlined in this position description.
- b. A curriculum vitae of no more than three pages.
- c. Details of two referees.

Applications will be reviewed on a rolling basis in order to fill the position as soon as possible. The deadline for applications is **5pm CET on Sunday 16 September 2018.**

Only candidates shortlisted for interview will be contacted.