

Project Assistant

Siracusa International Institute for Criminal Justice and Human Rights

Project:	Strengthening the Fight Against Illicit Trade in South Eastern Europe
Experience:	At least 1 year of relevant experience
Term:	12-month, full-time contract
Probation period:	3 months
Location:	Siracusa, Italy. Remote working arrangements may be considered
Remuneration:	Subject to experience, net annual salary €12,000 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 an enthusiastic Project Assistant to assist in implementing its ambitious project, *Strengthening the Fight Against Illicit Trade in South Eastern Europe*.

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 Project Assistant supports the implementation of the project and related activities. This position is an exciting opportunity for a recent graduate or recently qualified lawyer.

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

2. Project overview

The project is a two-year research and capacity-building project of the Siracusa International Institute that commenced in September 2017.

The project aims to strengthen the criminal justice response to illicit trade in South Eastern Europe. The project will achieve this aim by assessing specific national needs in the fight against illicit trade, while also seeking to ensure a coordinated and harmonised regional approach that aligns with EU priorities for the region.

The specific objectives of the Project, which will be pursued from a criminal justice perspective, are:

- i. to identify practical challenges and obstacles to combating illicit trade at the national and regional level;
- ii. to develop innovative cross-sectoral recommendations to strengthen the criminal justice response to illicit trade and promote regional harmonisation and cooperation; and
- iii. to strengthen further the capacity of criminal justice officers to combat illicit trade and related crimes.

The project is being conducted in 12 countries in South Eastern Europe, namely Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Kosovo,¹ former Yugoslav Republic of Macedonia,² Montenegro, Romania, Serbia, Slovenia and Turkey.

The longer-term vision for this project is to leverage on strong relationships with all key stakeholders in order to pursue new projects and collaborative initiatives in Europe including, in particular, South Eastern Europe. Such projects and initiatives would aim to build and follow up on the project's findings and recommendations.

3. Primary responsibilities

- Provide general office support to the Project Manager and other senior staff, including support for the organisation of missions, meetings and other events, making travel and hotel arrangements, and preparing and/or processing administrative documents such as expense claims.

¹ All references to Kosovo in the present document should be understood in the context of UN Security Council resolution 1244 (1999) and the International Court of Justice's Advisory Opinion on Kosovo's declaration of independence.

² All references in the present document to the former Yugoslav Republic of Macedonia should be understood in the context of UN Security Council resolution 817 (1993), para. 2.

- Continuously update and maintain the project's contacts database in accordance with the stakeholder engagement and communication strategy.
- Continuously monitor and report on international developments in the fight against illicit trade and organised crime, including the preparation of weekly summaries of relevant media coverage.
- Carry out legal and policy research, analysis and drafting in relation to topics related to illicit trade, organised crime, corruption and related crime areas, as needed.
- Draft correspondence and other documents including meeting notes, and reply to routine correspondence as directed by the Project Manager or other senior staff.
- Prepare preparatory information for meetings and conferences, PowerPoint presentations and other tools for communicating the project's aim and objectives, findings and recommendations to stakeholders.
- Assist in preparing the project's final report.
- Work with the Project Manager and other senior staff to identify potential follow-up actions and strategic opportunities for the Institute to leverage on the project including, in particular, its capacity-building program and final conference.
- Assist in drafting project and partnership proposals, memoranda of understanding and other documents relating to current and potential future strategic partnerships.
- Assist in the preparation of progress reports, briefings and briefing documents for internal and external stakeholders.
- Performing other tasks as may be assigned.

4. Selection criteria

Essential

- At least 1 year of relevant experience in the fields of criminal justice, the rule of law, human rights or related fields.
- An undergraduate degree in law.
- Demonstrated interest in international law and human rights.
- Demonstrated research, analytical and drafting skills.
- Strong attention to detail and accuracy.
- 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 work collaboratively within a small team but also to execute work independently and take initiative.

Desirable

- Experience in implementing projects in related fields.
- Experience working in South Eastern Europe or on issues related to the region.
- A postgraduate qualification in law or a related field.
- Fluency in one or more languages other than English including, in particular, French, Italian and/or Arabic.
- Eligibility to practise law in a national and/or international jurisdiction.

5. Remuneration

Remuneration is subject to the shortlisted candidate's level of relevant experience. The successful candidate can expect to receive a net annual salary of 12,000 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 line 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.