

Legal Officer

Siracusa International Institute for Criminal Justice and Human Rights

Project:	Strengthening the Fight Against Illicit Trade in South Eastern Europe
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 €30,100 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 meticulous, creative and proactive Legal Officer to contribute to developing strategic relationships in connection to 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 Legal Officer supports the implementation of the project, and proactively and creatively contributes to the development of strategic partnerships with key stakeholders related to the project including, for example, national institutions and agencies, UN and EU agencies, intergovernmental bodies and other international organisations, regional and international law enforcement bodies, civil society organisations and think-tanks among others.

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

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.

3. Primary responsibilities

- Provide support to the Project Manager and other senior staff to strategically manage relationships and partnerships with all key stakeholders.
- Contribute to developing and implementing a stakeholder engagement and communications strategy, in consultation with the Project Manager, Communications Manager and other senior staff.
- Ensure that the project's contacts database is continuously updated and maintained in accordance with the stakeholder engagement and communications strategy.
- Monitor and report on the performance of strategic partnerships, including by identifying issues as they arise, assessing possible solutions and executing those solutions in consultation with the Project Manager.
- Seek meetings with senior representatives of key stakeholders for senior staff and prepare senior staff for constructive engagements with such stakeholders.
- Assist in implementing the project's capacity-building program and final conference, and ensure that necessary follow-up actions are taken.
- Continuously monitor and report on projects, studies and other initiatives, in South Eastern Europe or elsewhere, that may impact on the project.
- Carry out legal and policy research, analysis and drafting to assist in preparing the project's final report, including contributing to the development of legal and policy recommendations for national partners and other key stakeholders.
- 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.
- Draft project and partnership proposals, memoranda of understanding and other documents relating to current and potential future strategic partnerships.
- Contribute to 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 3 years' relevant professional experience in conducting projects in the fields of criminal justice, the rule of law, human rights or related fields.
- An undergraduate degree in law.
- Strong experience in developing and managing relationships with stakeholders.

- Proven experience working across both law and policy matters, including experience in policy development.
- 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 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 in designing, implementing and evaluating technical assistance and capacity-building projects.
- 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 gross annual salary of 30,100 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.