



The International Center for Transitional Justice (ICTJ) is an international non-profit organization specializing in the field of transitional justice, working to help societies in transition address legacies of massive human rights violations and build civic trust in state institutions as protectors of human rights. We do this by providing technical expertise and knowledge of relevant comparative experiences in transitional justice from across the globe.

JOB DESCRIPTION

TITLE: Legal Advisor Presidents Office

A direct report to the President, working alongside the General Counsel, the Legal Advisor provides guidance and legal support to senior leadership team and to the ICTJ board(s) to enhance decision making and policy development. The legal advisor takes the lead in reviewing contracts for employees and consultants, leases, grants and MOUs to ensure they protect ICTJ's interests and comply with relevant regulations, both in the U.S and in the countries where ICTJ operates. A collaborative attitude is essential for this role as the legal advisor works closely with different ICTJ teams at Headquarters and in country offices.

MAJOR DUTIES AND RESPONSIBILITY:

- Manage legal matters between ICTJ and its country offices (including cooperation with local legal counsels) and their transactions with governments, suppliers and other organizations
- Provide oversight regarding legal registration for all country offices; coordinate and provide oversight regarding the compliance of all country offices with local laws and other relevant regulations such as OFAC rules
- Assist the President Office of ICTJ working on substantive transitional justice issues as directed by the President.
- Assist the Chief Financial Officer (CFO) in maintaining the organization's good standing with federal and state corporate and tax regulators, ensuring compliance with IRS nonprofit organizations guidelines
- Working with CFO and Director of Operations and Technology to reduce liability risk through adopting policies that protect the organization from legal exposure and assist in the development of organizational policies and procedures.
- Advise ICTJ regarding to intellectual property issues, including copyright and licensing for ICTJ communications and publications
- Assist on matters related to human resources, including employment contracts, policies, ensuring compliance with New York State employment laws
- Assist in the creation and records managements in the NY office and country offices
- Attend board and committee meetings for ICTJ and for its international entities, review minutes and address all legal concerns
- Other duties as assigned or required.

Education:

- Law Degree at an accredited College or University
- New York State Bar Exam required

Experience:

- 5-7 years' experience as a legal advisor and contract specialist/manager with database management experience
- A strong understanding of the legal, fiscal and regulatory environment in which non-profit organizations operate
- An ability to organize workload to meet deadlines and manage competing and sometimes changing priorities
- Knowledge of grants management as it relates to compliance and corporate governance

Related Skills or Knowledge:

- Microsoft Office skills
- Legal research tools (Lexis Nexis)
- Effective oral and written communication skills, including the ability to clearly express thoughts to others and exchange information. Ability to interface with various levels of management team
- Must be detail-oriented and be able to work in a meticulous, thorough, and precise manner
- Must possess the ability to assume non-routine tasks and to take initiative where appropriate
- Must possess a strong follow-through on all projects; ability to bring projects to timely completion
- Ability to work independently with minimal supervision
- Ability to establish and maintain effective working relationship
- Ability to handle highly sensitive information and maintain strict confidentiality