

JOB DESCRIPTION

Job title:	Legal Officer
Project:	Strengthening the Fight against Illicit Trade in South Eastern Europe
Reports to:	Senior Legal Officer
Start Date:	September 2017
Duration:	Full-time, 24-month contract with probation period of 4 months
Location:	Siracusa, Italy

1. About the Siracusa International Institute

The Siracusa International Institute for Criminal Justice and Human Rights (Siracusa International Institute) is an Italian non-profit organisation and foundation. In 1972, it was established as the International Institute of Higher Studies in Criminal Sciences (ISISC) by the International Association of Penal Law, one of the oldest associations of criminal law specialists. ISISC recently adopted a new public name to better reflect its core expertise.

The Siracusa International Institute's goal is to contribute to international peace and security through the effective implementation of criminal law, as well as promote the rule of law and human rights in criminal justice systems worldwide. It also seeks to end impunity for the most serious international crimes by strengthening international criminal justice and related mechanisms.

The Institute is recognised by decree of the Italian President and Ministry of Foreign Affairs. It has consultative status with the United Nations and Council of Europe, in addition to being a member of the UN Crime Prevention and Criminal Justice Programme Network. The Institute is also a member of the International Legal Assistance Consortium, comprised of more than 50 organisations and experts in justice sector reform for conflict-affected and fragile states.

For more than 45 years, the Siracusa International Institute has been a global leader in technical assistance, training and research in international and comparative criminal justice, human rights, and the rule of law. The Institute has organised more than 575 training programs, meetings of experts and conferences involving 48,000 jurists and other criminal justice professionals.

The Institute has implemented large-scale technical assistance projects in countries across Europe, the Middle East and North Africa. Specifically, projects and related activities have been conducted in Afghanistan, Bahrain, Egypt, Iran, Iraq, Kosovo, Lebanon, the former Yugoslav Republic of Macedonia and Tunisia among others.

2. Project overview

2.1. Goal and objectives

The project's overall goal is to strengthen the criminal justice response to illicit trade in South Eastern Europe. This will be achieved by identifying and addressing specific national needs in the fight against illicit trade, while also seeking to ensure a coordinated and harmonised regional approach that aligns with EU strategies for the region.

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

- i. to identify practical challenges and obstacles to combatting illicit trade at the national and regional level;
- ii. to develop innovative cross-sectoral legal and policy recommendations to strengthen the criminal justice response to illicit trade and promote regional harmonisation in line with EU strategies for South Eastern Europe; and
- iii. to strengthen the capacity of judges, prosecutors, and law enforcement and customs officers to combat illicit trade and related crimes at the national and regional level.

This ambitious and innovative project comprises technical assistance and capacity-building activities designed to support national criminal justice institutions in South Eastern Europe and other key stakeholders. It will involve the first comprehensive geographical study of illicit trade in one of the world's most affected regions.

2.2. Main activities

The project's main activities are as follows:

- i. Conducting a comprehensive study of national criminal justice approaches to illicit trade, to identify specific national needs for 12 countries in South Eastern Europe.
- ii. Conducting a comprehensive regional study of illicit trade in South Eastern Europe, for the purpose of identifying regional gaps, needs and best practices, as well as contributing to regional harmonisation in line with EU strategies for the region.
- iii. Developing specialised curricula and training materials for national judges, prosecutors, and law enforcement and customs officers.
- iv. Conducting a 'Training of Trainers' Workshop in Siracusa, Italy, for 50 experienced trainers across 12 countries.
- v. In relation to 7 countries that are prioritised for more extensive training, conducting National Training Sessions for 700 national judges, prosecutors, and law enforcement and customs officers.
- vi. Developing legal and policy recommendations for national criminal justice sectors, to strengthen the fight against illicit trade at the national and regional levels.

This 24-month project will be conducted from September 2017 to September 2019.

3. Role of Legal Officer

The Legal Officer will work with the Senior Legal Officer, as well as other staff and senior management, to implement the project. The Legal Officer may also contribute to ongoing projects and the development of new project proposals that align with the Siracusa International Institute's vision and objectives.

3.1. Major accountabilities

The Legal Officer reports to the Senior Legal Officer, as well as senior management when required.

Under the direct management of the Senior Legal Officer, the Legal Officer will be responsible to ensure smooth and timely implementation of project activities.

Specific accountabilities are as follows:

- Supporting the Senior Legal Officer and senior management in the development and implementation of projects and project activities.

- Proactively advising the Senior Legal Officer on all legal and scientific aspects of project implementation.
- Providing in-depth legal review and analysis of all scientific reports prepared in the course of the project.
- Conducting legal research and drafting legal memoranda on international and comparative criminal law, criminal justice, the rule of law, human rights and related areas.
- Drafting reports, briefing papers, terms of reference, memoranda of cooperation, guidelines, formal correspondence, presentations and other documents required for the implementation of the project.
- Assisting in planning and preparing for missions to target countries, training activities, workshops, conferences, study visits and related activities.
- Preparing work plans for the efficient delivery of projects.
- Continuously monitoring progress on the delivery of project activities according to approved schedules.
- Proactively advising the Senior Legal Officer on progress in project implementation, including in relation to corrective actions that may be required.
- Ensuring timely drafting of progress reports to donors and other key stakeholders.
- Drafting briefings on key areas of the Institute's work in advance of meetings.
- Coordinating meeting follow up and ensuring agreed actions are captured and moved forward.
- In consultation with the Senior Legal Officer, assisting to identify and instruct senior legal advisers, experts, trainers and consultants who may be engaged to support the implementation of project activities.
- Identifying potential partners and supporters across the public, private and civil society sectors.
- In consultation with the Senior Legal Officer, assisting in the coordination of outreach to expand the Institute's networks and develop the Institute's relationships with key stakeholders, including United Nations agencies and networks, government and diplomatic representatives, legislative bodies, international organisations, civil society organisations, professional associations and the private sector.

3.2. Selection criteria

Essential:

- Master of Laws (or equivalent experience), with specialisation in international criminal law, international humanitarian law and/or international human rights law;
- At least three years' professional experience in the fields of criminal justice, international criminal justice, human rights and/or related fields;
- Project management skills, including a demonstrated capacity to achieve outcomes both individually and in a team environment;
- Excellent written and oral communication skills;
- Highly developed legal research, analysis and drafting skills;
- Demonstrated capacity to draft legal and policy submissions, and reports on criminal law and criminal justice issues;
- Meticulous time and file management skills;
- High degree of self-motivation;
- Ability to work under pressure;

- Excellent interpersonal and networking skills, and the demonstrated capacity to develop effective relationships and networks with stakeholders; and
- Creativity and energy in developing new project ideas and proposals that align with the Institute's vision and objectives.

Desirable:

- Admitted or eligible to practice law in a national or international jurisdiction.
- Professional experience related to illicit trade, organised crime and/or corruption.
- Professional experience related to South Eastern Europe.

4. Salary

The salary for this position is subject to the candidate's level of relevant experience.

5. Applications

To apply, submit a CV and cover letter describing how you are suited to the role to Mr Tobias Freeman, Project Manager and Senior Legal Officer, at t.freeman@siracusainstitute.org.

Applications should be submitted as soon as possible, and by 5pm (CET) on Friday 25 August 2017.

Applicants must have the right to work in Italy.