



International
Commission
of Jurists

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JOB DESCRIPTION

Job title:	Legal Adviser
Work place:	Tunis, Tunisia
Activity rate:	Full time
Direct Superior: Name, Function	Middle East and North Africa Programme Director
Subordinate staff:	No

MAIN TASKS AND RESPONSIBILITIES

Under the supervision of the Middle East and North Africa (MENA) Programme Director, the Legal Advisor is responsible for legal research, analysis, drafting of reports and generally contributing to the implementation of the MENA programme in the region.

The Legal Advisor's tasks and responsibilities include:

- Actively contribute to the development and shaping of ICJ MENA Programme strategies at the regional and national levels;
- Provide sound and timely legal advice on specific regional and national human rights and rule of law issues in the region;
- Monitor relevant legal and policy developments in the MENA region, and carry out legal advocacy to strengthen the rule of law and human rights in the region;
- Develop and maintain a substantive dialogue and effective working relationships with multiple stakeholders, including relevant human rights organizations, representatives of civil society as well as the judicial, legal and human rights communities;
- Represent the ICJ at the external level, including in the field and before international organizations and other actors;
- Organize ICJ missions, trial observations and seminars in the region, including managing logistical arrangements with local partners;
- Research, draft and edit ICJ reports, background briefings, submissions to UN bodies, press releases and advocacy papers;
- Ensure close internal coordination between the MENA Programme and other ICJ regional and thematic programmes;
- Inform and mobilize the ICJ Network in support of the work of the MENA Programme;
- Contribute to fundraising for the MENA Programme and assist in managing its resources and budget;

- Undertake other relevant tasks as requested by MENA Programme Director.

PROFILE

Education:	University degree in law with further academic studies in international human rights law.
Work experience:	Seven years of legal experience at the national and international level, including with non or inter-governmental organizations in the MENA region
Language skills:	Excellent oral and written English and Arabic skills, knowledge of French is an asset
Computer skills	Proficient in the use of Microsoft office.
Other competencies	Excellent legal and political judgment and proven ability to develop and carry out innovative legal advocacy strategies; Excellent knowledge of human rights and related advocacy work, including at the international level; Strong research, writing and analytical skills; Very good organizational skills and the ability to effectively manage conflicting demands, meet deadlines and adjust priorities; Excellent interpersonal skills and ability to work as part of a multi-cultural team; At ease with fundraising and outreach; Demonstrated commitment to human rights and the rule of law in the MENA region.

ACKNOWLEDGED

Date:	
Signature Job holder:	
Signature Direct Superior:	
Signature HRO:	