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Extraordinary Chambers in the Courts of Cambodia

Chambres Extraordinaires au sein des Tribunaux Cambodgiens

Announcement No: PS-AN-06-0906
Station: Phnom Penh
Organizational Unit: Extraordinary Chambers in the Courts of Cambodia (ECCC)
Issued Date: 18 October 2006
Deadline: No later than 4:00pm, October 30, 2006

READVERTISE JOB OPPORTUNITIES

The ECCC is seeking the qualified candidates to fill the following positions:

A. Principal Defence Section

1- Legal Officer (Co-Deputy Principal Defender)

Summary responsibilities and duties:

- Ensure the rights of the defendants during the investigation and trial process.
- Protect the rights of the defence by providing for logistic and administrative support to lawyers, through legal support to trial teams and through the delivery of substantial training programs.
- Provide legal advice on issues of Cambodian criminal law and procedure; provide legal advice on issues of international criminal law and international human rights law.
- Assist in the design and delivery of the Defence Office training program; liaise with lawyers and civil society in Cambodia.
- Promote the interests of the defence before the ECCC
- Prepare legal arguments for use before the ECCC appear before the ECCC if required to do so.
- Assist in the administration of the list of lawyers approved to appear before the ECCC.
- Assist in the administration of the fee payment system for advocates.
- Perform other duties as assigned by Principal Defender or Director of the Office of Administration (DOA).

Qualifications:

- University Degree in Law.
- Advanced University Degree an advantage, particularly if in the field of international criminal law.
- At least three years of progressively responsible professional work closely related to Cambodian criminal law.
- Teamwork – Excellent interpersonal skills and ability to work in a multi-cultural, multi-ethnic office with respect for diversity.
- Knowledge and understanding of international criminal law; mature understanding of defending those accused with the most serious crimes.
- Ability demonstrated research and analytical skills, including the ability to identify legal issues and to develop an argument from a defence perspective.
- Fluent in English is required. Knowledge of French would be an advantage.
- Good knowledge of computer literate, MS Office.

2- Associate Legal Officers (Legal Officers)

Summary responsibilities and duties:

- Protect the rights of the defence by providing for logistic and administrative support to lawyers, through legal support to trial teams and through the delivery of substantial training programs.
- Assist defence teams in preparing cases before the ECCC.
- Undertake legal research for defence teams and provide legal advice on issues of Cambodian criminal law and procedure.
- Undertake administrative tasks with regard to the fee payment system and the list of lawyers.
- Assist with the delivery of the training programs.
- Assist in the administration of the fee payment system for advocates.
- Perform other duties as assigned by the Principal Defender or DOA.

Qualifications:

- University Degree in Law.
- At least three years of progressively responsible professional work closely related to Cambodian criminal law.
- Teamwork – Excellent interpersonal skills and ability to work in a multi-cultural, multi-ethnic office with respect for diversity.
- Knowledge and understanding of international criminal law; mature understanding of defending those accused with the most serious crimes.
- Ability demonstrated research and analytical skills, including the ability to identify legal issues and to develop an argument from a defence perspective.
- Fluent in English is required. Knowledge of French would be an advantage.
- Good knowledge of computer literate, MS Office.

3- Support Staff (Administrative Assistant, Legal)

Summary responsibilities and duties:

- Providing for logistic and administrative support to lawyers, through legal support to trial teams and through the delivery of substantial training programs.

- Administering the list of lawyers approved to appear before the ECCC.
- Administering the training programs dealing with the process for new staff arriving in Phnom Penh, managing correspondence, dealing with telephone enquiries; managing visitors to the Defence Office..
- Perform other duties as assigned by direct supervisor or DOA.

Qualifications:

- University degree in Administration or related fields.
- At least 3 years administrative experience, with some experience working in a legal environment.
- Ability to maintain high standards of administration.
- Ability to work in a multi-cultural, multi-ethnic office with respect for diversity.
- Good computer skills, including work processing, spread sheets.

4- Support Staff (Administrative Assistant, Language)

Summary responsibilities and duties:

- Protect the rights of the defence by providing for logistic and administrative support to lawyers, through legal support to trial teams and through the delivery of substantial training programs.
- Provision of interpretation and translation in the day to day running of the office through the following duties.
- Translating correspondence, Defence Office documents, liaising with the translators of the ECCC with regard to legal documents.
- Planning and managing translation and interpretation tasks.
- Providing interpretation for the staff of the Defence Office.
- Provide legal translation may also be a requirement.
- Perform other duties as assigned by Principal Defender or DOA.

Qualifications:

- High school or equivalent diploma required.
- At least 2 years interpretation and translation experience.
- Ability to interpret and translate to a high standard, with a high level of confidentiality as required in defence work.
- Maturity in discussing unpleasant events and provide legal translation.
- Ability to follow instructions carefully and accurately, and to organize workload.
- Ability to work in a multi-cultural, multi-ethnic office with respect for diversity.
- Ability to deal with demands and enquiries in person and on the telephone.
- Good computer skills, including work processing.
- Fluency in English. Fluency or knowledge of French would be a significant advantage.

How to submit application:

Interested applicants should apply by sending cover letter, CVs and other related documents through the e-mail address: <personnel_eccc@yahoo.com> or sealed envelope of CV package to the address below:

Personnel Section
ECCC
National Road 4, Chaom Chau Commune,
Dangkao District, Phnom Penh

Location:

Drop your CV package in guard post at the front gate of ECCC Office, National Road #4, Chaom Chau Commune, Dangkao District, Phnom Penh or P.O Box No 71 Phnom Penh.

Only applicants who have been shortlist and qualified will be contacted for interview. Your CVs will not be returned.

Qualified women are encouraged to apply.