

Position Description

Legal Officer – Transitional justice

1. The Public Interest Advocacy Centre

Established in 1982, the Public Interest Advocacy Centre (PIAC) is an independent, non-profit law and policy organisation, committed to social justice. PIAC's vision is a fair, just and democratic society.

Transitional Justice (TJ) Project

Our transitional justice work promotes truth, justice, accountability and reconciliation. In January 2017, PIAC commenced the Conflict Mapping and Archive Project (CMAP) in response to the evolving TJ landscape in Sri Lanka. It builds on PIAC's experience in the area of documentation, collection and analysis relating to the Sri Lankan civil war. It also leverages PIAC's extensive networks in the legal community and civil society.

A conflict map is the starting point for most TJ mechanisms. It forms the basis from which research, investigation and judicial strategies can be developed. Not every case or incident can be investigated by the TJ mechanisms – they will need prioritise the cases, issues and violations they consider. In order to do this effectively, comprehensive mapping is essential.

The goal of our work is therefore to assist TJ mechanisms to operate with greater efficiency and transparency, and to rely on meaningful data. We also preserve relevant documentation for use by TJ mechanisms, civil society, and the broader community in a user-friendly, accessible way. We are about to commence the second phase of our conflict mapping and archive work.

2. Major accountabilities

- Substantive review of material used and generated by the project, particularly material in the database that contributes to the conflict map;
- Manage the research and analytical work undertaken by pro bono lawyers, volunteers and interns in connection to the Project;
- Identify and develop research priorities in consultation with the Project Director;
- Prepare submissions, reports, toolkits and articles in relation to PIAC's transitional justice work;
- Attend meetings and communicate with relevant decision-making bodies such as UN agencies and mechanisms, Government agencies and transitional justice mechanisms, as required;
- Coordinate with civil society partners, as required;
- Contribute to the preparation of funding applications and proposals, and internal reports; and
- Assist with the organisation and coordination of Advisory Committee meetings, in consultation with the Project Director and attend relevant Advisory Committee meetings.

3. Selection criteria

Essential

- Demonstrated high-level research and analytical skills;
- Excellent writing skills to enable the drafting of submissions to government or international inquiries or mechanisms, and to prepare reports and other publications;
- Well-developed interpersonal skills and the capacity to develop formal and informal relationships and networks in order to engage and build rapport with stakeholders;
- Understanding of international criminal law and international humanitarian law;
- Understanding of transitional justice;
- Demonstrated ability to work cooperatively as part of a team.

Desirable

- At least two years' experience in the fields of international criminal justice, international humanitarian law and/or international human rights law; and
- Experience working in or with a transitional justice mechanism.

4. Salary

This position is a 12-month contract. It is available 3 days per week.

Annual salary range: \$70,596 to \$80,759 (pro rata) plus leave loading and superannuation. PIAC is a Public Benevolent Institution and is currently able to offer salary packaging subject to PIAC's Salary Sacrifice Policy.

5. Applications

Your application should be no longer than 5 pages in total. An application should comprise a cover letter, CV, and a succinct statement outlining your suitability for the role with reference to the selection criteria.

Applications may be sent either by email to jobs@piac.asn.au or to:

The Selection Panel
Public Interest Advocacy Centre
Level 5, 175 Liverpool Street
Sydney NSW 2000

Inquiries about the position should be addressed to:

Daniela Gavshon
Project Director – Transitional Justice
dgavshon@piac.asn.au
02 8898 6548

Closing Date: 5.00 pm Monday 25 June 2018.