Position Description
Senior Legal Officer – Transitional Justice

1. The Public Interest Advocacy Centre

The Public Interest Advocacy Centre (PIAC) is an independent, non-profit legal centre. We use litigation and case work, public policy development, communication and training to promote social justice in a practical and strategic way.

Since 1982 we have been tackling difficult issues that have a significant impact upon disadvantaged and marginalised people, ensuring basic rights are enjoyed across the community. Achieving social justice is at the heart of what we do.

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.

We have since commenced other complementary mapping work in Sri Lanka that looks more deeply into some of the issues raised during our CMAP work. The goal of our work is to assist TJ mechanisms, and other research and vetting processes 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.

2. Position overview

Reporting to Program Director – Transitional Justice, the Senior Legal Officer will be responsible for managing the implementation of an open source investigation for a Sri Lanka mapping project.

The Senior Legal Officer makes decisions about research priorities, relevant information, and contributes to methodological design. Within these parameters, the Senior Legal Officer exercises initiative and judgment and manages their own workload.

3. Major accountabilities

- Lead the substantive team working on a new Sri Lanka mapping project with oversight from the Program Director;
• Manage the work of the Legal Officer – Transitional Justice;
• Design and refine the methodology for a new open source investigation in consultation with the Program Director and other experts;
• Manage the design of the information structure for a new database which will be led by the Information Officer;
• Substantive review of material used and generated by the project, particularly material in the relevant databases;
• Coordinate training of researchers and pro bono lawyers who will assist on the project;
• Manage the research and analytical work undertaken by pro bono lawyers, volunteers and interns in connection with the project;
• Identify and develop research priorities in consultation with the Program 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;
• Conduct training with our partners, as required;
• Contribute to the preparation of funding applications and proposals, and internal reports;
• Assist with the creation of a Project Advisory Group and the organisation and coordination of Project Advisory Group meetings, in consultation with the Program Director and attend relevant Project Advisory Committee meetings; and
• Support PIAC’s commitment to reconciliation under our Reconciliation Action Plan.

4. Knowledge, skills and experience

Essential
• Demonstrated capacity to conduct open-source investigations;
• 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;
• Demonstrated understanding of international criminal law and international humanitarian law;
• Understanding of transitional justice; and
• Demonstrated ability to work cooperatively as part of a team.

Desirable
• Tertiary qualifications in law;
• At least 7 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, preferable an accountability mechanism.

5. Salary

This position is a full time 2-year contract. It is available 4-5 days per week, as negotiated with the successful candidate.

Salary range: $93,337 – $98,776 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.

6. 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:

Deirdre Moor
Deputy CEO
dmoor@piac.asn.au

Closing Date: 16 October 2019