

---

## Vacancy Announcement

Title:	<b>Legal Intern, Office of the General Counsel</b>
Category:	<b>Internship</b>
Type of Agreement:	<b>Internship Agreement (3 months)</b>
Duty Station:	<b>Rome, Italy</b>

---

### ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

To learn more about IDLO, please visit our website [www.idlo.int](http://www.idlo.int) or follow us on Twitter@IDLO

### THE LEGAL INTERNSHIP

The Office of the General Counsel (OGC) is a dynamic generalist legal practice with the overarching aim to advance and protect the legal interests of IDLO, while mitigating risk, fostering accountability, and helping to ensure the effective and efficient operation of the Organization and its governing bodies. OGC is responsible for providing legal advice to the Director-General of IDLO, the Senior Leadership Team, the IDLO Governance bodies, and IDLO employees at its Rome headquarters as well as its branch and field offices. OGC provides advice on matters including the negotiation and conclusion of headquarters agreements, privileges and immunities, contracts, grants, and other agreements. OGC oversees local counsel in more than a dozen field locations and provides guidance on HR matters and disputes, including the negotiation, settlement, arbitration, and litigation of disputes. OGC also drafts, reviews, implements, and promotes adherence to IDLO policies, regulations, rules, and practices as well as the revision, implementation of and adherence to IDLO's governance documents.

Under the direct supervision of the General Counsel and OGC lawyers, the legal intern will be asked to support the Office with the following duties:

- Provide research assistance on questions of domestic and international law including interpretation of IDLO's Privileges and Immunities, Human Resources matters, Internal Governance and other areas relating to the functions, structure, and activities of IDLO;
- Assist in drafting or revising organizational governance documents, reports, regulations, policies and procedures;
- Assist in drafting, reviewing, and/or amending contracts for goods and services, Memoranda of Understanding, and other agreements relating to IDLO programs and activities;

- Assist in the interpretation and application of IDLO's staff rules and regulations, the Code of Conduct, and other IDLO regulations, policies, and procedures;
- Assist in monitoring compliance with IDLO's regulations, policies, and procedures, Organization-wide;
- Fulfil any administrative and/or substantive requirements of the intern's educational institution and/or fellowship program;
- Perform any other similar duties as assigned by the supervisor.

OGC hosts one legal intern during the **fall, spring, and summer**, and applications are received and reviewed on a rolling basis in accordance with the schedule listed below. Applicants are encouraged to apply early for best consideration as positions may be filled before the listed end date.

- Applications are reviewed on a rolling basis until no later than June 1 for the fall internship
- Applications are reviewed on a rolling basis until no later than November 1 for the spring internship
- Applications are reviewed on a rolling basis until no later than March 1 for the summer internship

Interns must hold either a degree in law or be currently enrolled in law school. Interns receive a monthly stipend of €600. Internships are offered for 3 months and are potentially renewable at IDLO's discretion up to a maximum of 6 months. Full-time placements (5 days a week) are strongly preferred. Applicants available for less than 3 days a week will not be considered.

## IDEAL CANDIDATE PROFILE

### Educational qualifications

- Graduate or undergraduate level degree in law or current enrollment in graduate level legal studies.

### Work experience

- Experience working in a legal capacity in an organization or law firm is highly desirable.
- Experience working in an international environment is highly desirable.
- Experience with and/or understanding of international law, contract law, and/or international organizations is desirable.

### Languages

- Excellent oral and written communication skills in English are required. Any additional language proficiency, particularly in French or Spanish, would be an advantage.

### Competencies

- Good team player, highly motivated, strong interpersonal skills, positive attitude, flexible mind, comfortable working in multi-cultural settings;
- Demonstrated ability to work proactively and independently, including as part of a small team; and
- Ability to produce well drafted and analysed work product in a timely manner, exercise sound judgment, and manage and prioritize multiple assignments.



## HOW TO APPLY

All interested applicants are encouraged to apply via our website <http://www.idlo.org/ENGLISH/EMPLOYMENT/APPLY/Pages/Interns.aspx> and submit a resume, cover letter, and list of references. In the cover letter, applicants should clearly indicate the time period(s) for which they are applying. Applicants may also, optionally, provide academic transcripts or letters of recommendation.

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage applications from individuals with diverse backgrounds. Please note that **only short-listed candidates** will be contacted.

## DISCLAIMER

The above statements are intended to describe the general nature and level of the work being performed by the intern assigned to this work. This may not be an exhaustive list of all duties and responsibilities.

The General Counsel of IDLO reserves the right to amend and change responsibilities and determine whether or when an internship position may be filled consistent with business and organizational needs.

