
Vacancy Announcement

Title: **Legal Specialist**
Category: **Locally Recruited Professional**
Duty Station: **Kyiv, Ukraine**

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 or follow us on Twitter [@IDLO](https://twitter.com/IDLO).

THE ASSIGNMENT

The Legal Specialist will contribute to the *Support for Justice Sector and Anti-Corruption Reforms in Ukraine Project* by providing expert assistance and legal inputs necessary for the Project implementation with a focus on lowering corruption risks by minimizing personal interaction between state authorities on one hand and natural persons and legal entities on the other hand. The Legal Specialist is also expected to develop recommendations on applying e-governance tools for improving access to public information, administrative services and permission procedures. This position is a full-time position based in Kiev, Ukraine.

Under the supervision of the Senior Legal Adviser and in cooperation with governmental and other stakeholders the Legal Specialist will be responsible for the following key duties and responsibilities:

- Develop tailored concepts on e-governance implementation in relevant areas in Ukraine;
- Assist in drafting the draft law “On Public Electronic Registers”, as well as by-laws on data interoperability;
- Assist in optimization of administrative and social services, permission procedures by applying digital solutions promoting the exterritoriality principle and improving transparency;
- Assist in providing legal expertise in the implementation of open data concepts, e-auctions and potentially blockchain technologies, smart contracts within selected state authorities and systems;
- Support other Project components with legal expertise, including, but not limited to developing recommendations for the areas of Ukraine’s regulatory field, public services, electronic public procurement and land management;
- Perform other similar duties as requested by the Supervisor.

IDEAL CANDIDATE PROFILE

Education and experience

- University degree in Law. Knowledge of IT technologies is desirable;



- Minimum of 5 years of professional experience with drafting legal instruments, advocating draft normative acts, research of the e-governance issues, IT law, administrative services;
- Experience in working with donor-funded projects is highly desired.

Languages

- Fluency in Ukrainian and working knowledge of English is required.

Technical competencies

- Excellent written and verbal communications skills;
- Understanding principles of e-governance (blockchain, smart contracts, e-auctions, open data)
- Good knowledge of Microsoft Word, Excel and PowerPoint;
- A self-starter, able to identify improvements to working practice, make recommendations and implement change;
- Excellent interpersonal skills and the ability to work constructively with several internal service departments;
- Proven ability to develop and foster productive working relationships across a globally based organization;
- Proven ability to see through tasks set and deliver results;
- The ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit;
- Keen sense of ethics, integrity, credibility, and commitment to IDLO's mandate.

TERMS AND CONDITIONS

The successful candidate will be contracted for an initial period through June 2018, with possibility of extension based on satisfactory performance and funding availability. The selected candidate is expected to start immediately.

IDLO offers locally-recruited personnel a competitive remuneration and benefits package in terms of salary, annual leave and sick leave.

HOW TO APPLY

All interested applicants are encouraged to apply via our website <http://www.idlo.int/jobs> and submit the completed IDLO Personal History Form (PHF), resume and cover letter.

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

DISCLAIMER AND CLOSING DATE

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

The Director-General of IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.

Application deadline: **December 22, 2017** (23.59hrs Rome Time)

