

JOB AND TASK DESCRIPTION

Job Title: Internship, Rule of Law Division

Division: Justice Section, Rule of Law

Time frame: 6 Months contract

Reports To: Head, Justice Section, Rule of Law Division

General Information

The Rule of Law Division (ROL) works to promote the rule of law and the administration of justice in the Commonwealth by among other things, strengthening justice systems, promoting the independence of the judiciary, building the capacity of law enforcement agencies, supporting law reform and legislative drafting, strengthening international cooperation, and facilitating the exchange of best practice on matters of law. There are two specialised sections within the division - the Justice Section and the Law Development Section.

The work of the Justice Section of the Rule of Law Division concerns the design and delivery of programmes of assistance to Commonwealth member countries aimed at strengthening justice systems including the training of state law officers, prosecutors and judges and other law enforcement agencies. It also promotes the independence of the judiciary and the Commonwealth Latimer House Principles on the Accountability of, and the Relationship between the Three Branches of Government (Latimer House Principles).

Job summary

The legal intern will undertake research and analysis relating to the various mandates of the Section including on counter terrorism and anti-money laundering, and assist in various related tasks and programmes. This includes general office administration and any other relevant duty or responsibility assigned by the Head of the Section. The intern will also support the Head of Section in undertaking research on the implementation of the Latimer House Principles in the Commonwealth

Task description

The legal researcher will be required to assist with:

- The preparation/organisation and wide ranging work relating to the various programmes/meetings/workshops/conferences within all areas of the Section's mandate and subsequently writing up the reports.

It includes general office administration, drafting, co-ordination and compilation of documents, writing project and expert group reports, and taking detailed notes at meetings and conference.

- Undertaking research and preparing papers and detailed reports, including papers to be submitted to Commonwealth Law Ministers, with analysis on a variety of legal issues to the Head of Section in a timely manner;
- The preparation of meeting programmes, meeting packs, materials, logistical arrangements and post-meeting and activity follow up (including formulation of action plans, and co-ordination of programmes of training and technical assistance);
- Following up on mandates given at the meetings of Commonwealth Law Ministers, Law Ministers and Attorneys General of Small Commonwealth Jurisdictions and Senior Officials of Law Ministries;
- Preparing background materials and project reports in line with the Strategic Plan of the organisation and work plan of the Section;
- Preparation and co-ordination of work associated with the relevant Commonwealth Schemes;
- Undertaking pre and post-activity/workshops/seminar research on a range of issues relating to the Justice Section and assisting in writing and compiling relevant reports;
- Keeping a note of proceedings with a view to identifying technical assistance and training needs of States; and
- Any other relevant duty or responsibility assigned by the Head of Section.

Person specification

Education: Law Degree

Desirable: Master's Degree in law (or currently studying for an advanced degree)

Experience: Experience in conducting research and preparing reports on legal issues, in drafting various legal documents and project related documents and an understanding of development issues.

An ability to identify and analyse legal issues in international law and Commonwealth context.

An ability to research and deliver reports in a timely manner.

Excellent IT skills and ability to provide administrative assistance when required.

Excellent oral and written skills in the English language.

Excellent organisation skills and the ability to work on simultaneous issues to strict deadlines.

Competencies

Respect for Diversity
<p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p> <p>Identifies biases in systems & processes</p>
Working with Others
<p>Regularly shares information of value with colleagues</p> <p>Shows commitment to delivering on key agreements made to colleagues</p> <p>Makes an effort to view a situation from the other party's perspective as well</p> <p>Demonstrates awareness and sensitivity to colleagues' pressures</p> <p>Utilises networks to ensure similar goals are achieved collaboratively</p> <p>Develops long term relationships across cultures and/or geographical boundaries</p> <p>Uses relationships to identify the best people to help in the completion of tasks</p> <p>Tactfully deals with difficult people to gain buy-in and manage their expectations</p>
Developing & Applying Expertise
<p>Takes advantage of opportunities to develop an area of expertise</p> <p>Takes learning from previous experience and applies them appropriately</p> <p>Demonstrates willingness to learn new skills and/or approaches</p>
Adapting & Innovating
<p>Recognises opportunities for improvement and proposes change with impact and effect</p> <p>Helps others evaluate and strengthen ideas</p> <p>Quickly grasps new concepts and how to apply them</p> <p>Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia</p> <p>Will effectively reorganise activities when faced with changing contexts and demands</p> <p>Welcomes and adapts to new ideas and/or approaches</p> <p>Adapts personal style to meet the needs of others</p>