



IOM International Organization for Migration
OIM Organizația Internațională pentru Migrație

The IOM Mission to the Republic of Moldova is looking for a Legal Assistant, according to the Terms of Reference below, to start as soon as possible.

Vacancy Notice No: VN 2009/05 (E)
Duty Station: Mission to the Republic of Moldova, Chisinau
Type of Contract: G5, UN Salary Scale
Position Title: Legal Assistant
Type of Appointment: One year contract (3 months probation period).

General Functions:

Under the overall supervision of the Chief of IOM Mission to the Republic of Moldova and direct supervision of the Project Coordinators the Legal Assistant is supporting the development and implementation of IOM Moldova projects, being responsible in particular for the following:

- Assisting in management and oversight of the Legal components of the IOM projects;
- Planning, preparing, organizing, coordinating, implementing and following up of activities;
- Setting up and maintenance of the filing system related to the specific project components;
- Keeping the database and coordinating negotiations with local and international experts, participating in relevant IOM projects, assisting them during and between the visits, preparing necessary documentation for their visits and services in order to ensure proper implementation of all stages listed in the projects' plans;
- Assisting in preparation of presentations and regular reports covering IOM project activities, prepare briefing and background information as required, including specific information requested by Government and other entities;
- Working on research, analysis and proper identification of legislative and doctrinal migration information, assisting project managers in drafting project proposals;
- Advising and assisting the Agencies activating in the field of migration, border management and combating trafficking in persons on legal issues relevant to the IOM projects;
- Acting as focal point for relevant IOM activities, establishing and developing linkages with governmental, intergovernmental and NGO-agencies, directly or indirectly involved in relevant areas;
- Maintaining of regular working relations on project and legal issues with relevant national agencies and institutions, international organizations and NGOs;
- Assisting the beneficiaries of IOM projects in organizing training sessions on legal and human rights issues and providing feedbacks;
- Preparing of memos and research work on migration management issues and on national migration related legislation and providing relevant assistance to the experts commissioned by IOM for the purposes of the project;
- Providing translation of overall project materials and documents, distributing the materials to the counterparts;
- Performing other duties to be assigned in necessary cases by the IOM Moldova Chief of Mission or Project Management Coordinators.
- Perform such other duties as may be assigned.

Qualifications and Experience

- University degree (or advanced degree) in law;
- Practical experience in public law related activities;

- Specific knowledge of international human rights standards;
- Good knowledge of the state and administrative legislation and legal procedures;
- Understanding of and sensitiveness for delicate political, social and psychological questions and situations, reliable faculty of judgment;
- Flexibility, capacity of creative thinking and initiative, capacity quickly to adapt to new tasks and to implement newly acquired knowledge;
- Ability to draft clearly and concisely;
- Ability to handle stress;
- Fluency in Romanian, Russian and English;
- Practical knowledge of and experience in the use of the MS Office package;
- Project work experience in NGOs or in international organizations is desirable but not conditional.

Method of application:

Interested applicants are invited to send their curriculum vitae by e-mail to iomchisinau@iom.int by **20 May 2009** latest, referring to this advertisement. Only selected candidates will be contacted. For additional information please call at +373 22 23 29 40/41.