



## JUDICIAL STRENGTHENING PROJECT

### Job Announcements

The Judicial Strengthening Project (JSP), a USAID funded project implemented by the **Tetra Tech DPK unit of the Branch Office of ARD Inc.,-USA in Skopje** is seeking applicants for the following positions:

#### Project Attorney

**Overview of Responsibilities:** The Project Attorney will report to the Judicial Strengthening Project Chief of Party and Senior Legal Advisor/Deputy Chief of Party. She/he will plan and implement activities to improve the role of professional associations and civil society organizations in judicial reform and overall rule of law; perform legal and capacity building services to analyze and strengthen Macedonian laws, regulations and procedures bearing on the performance of the judicial system; and strengthen information sharing and inter-institutional coordination within the judiciary, broader justice sector and general public.

#### Qualifications:

- Law Degree.
- At least 5 years of relevant legal work experience, in positions such as private attorney, government legal advisor, legal training or legal technical assistance provider, or a combination of the foregoing.
- Experience working in international development organizations in the area of judicial and legal reform, especially on USAID rule of law programs, is strongly preferred.
- In-depth knowledge of the Macedonian judicial branch system, policies and practices.
- Intimate knowledge of justice sector professional associations and civil society organizations. Broad knowledge of the entire justice sector and the operational interaction between the judiciary and other sector elements.
- Proven ability to work with government and judicial officials at different levels.
- Strong organization and communication skills.
- Strong interpersonal and consensus building skills
- Fluency in English and Macedonian (speaking, reading, and writing) is required
- Knowledge of software such as MS Office Suite is required
- Macedonian citizenship.

#### Court Administration Coordinator

**Overview of Responsibilities:** The Court Administration Coordinator will report to the Judicial Strengthening Project Chief of Party and Senior Legal Advisor/Deputy Chief of Party. She/he will support the establishment of effective judicial branch governance systems and practices; improve court efficiency and reduce delay in Macedonian courts; and serve as Project liaison with the Academy for Judges and Public Prosecutors to develop the quality and quantity of training and mentoring programs.

#### Qualifications:

- Law Degree or higher level degree in business, public administration, communications, or other relevant subject area.
- At least 5 years of relevant work experience in the area of court administration and management or judicial reform.

- Experience working in international development organizations in the area of judicial and legal reform, especially on USAID rule of law programs, is strongly preferred.
- Intimate knowledge and work experience in operations and administration of the judicial branch and the functions of its offices and agencies, including the Judicial Council, Court Budget Council, Administrative Office of the Judicial Council, courts of all levels and the Academy for Judges and Public Prosecutors.
- Broad knowledge of the entire justice sector and the operational interaction between the judiciary and other sector elements.
- Proven ability to work with government and judicial officials at different levels.
- Strong organization and communication skills.
- Strong interpersonal and consensus building skills
- Fluency in English and Macedonian (speaking, reading, and writing) is required
- Knowledge of software such as MS Office Suite is required
- Macedonian citizenship

**NOTE:** The Project Attorney and Court Administration Coordinator are full-time positions. The position will be for a period up to three years, according to the Project's duration. Salaries will be commensurate with the candidates' experience, salary history, and general qualifications.

**TO APPLY:** Mail in English: a letter of interest, curriculum vitae, and at least three (3) professional references with contact information to the **Tetra Tech DPK unit of the Branch Office of ARD Inc.,-USA in Skopje** at Kej 13 Noemvri No.14/2, Skopje 1000. Only the candidates that fulfill the required conditions shall be invited for an interview. Applicants should not send original documents with their applications. Complete application materials must be received by the **Tetra Tech DPK unit of the Branch Office of ARD Inc.,-USA in Skopje** within eight (8) working days from the date of public announcement, and in no event later than 17:00 on January 12, 2012. The Project expects to complete selection by January 27, 2012, but reserves the right to extend the period of time for selection. If there is no candidate who fulfills the conditions of the announcement, the announcement will be repeated.

Please note that incomplete and untimely applications will not be considered.

The **Tetra Tech DPK unit of the Branch Office of ARD Inc.,-USA in Skopje** is committed to diversity and gender equality in all of its operations - in the U.S and overseas. We strive to reflect these goals in our global mission and in our workplace. We encourage applications from women and underrepresented ethnic, racial and cultural groups. The **Tetra Tech DPK unit of the Branch Office of ARD Inc.,-USA in Skopje** is proud to be an Equal Opportunity Employer.