

POSITION ANNOUNCEMENT

Chemonics International Inc., an international development consulting firm, seeks a highly qualified Ukrainian professional for the following short-term position on the USAID Nove Pravosuddya Justice Sector Reform Program in Ukraine (New Justice):

Legal Analyst Assistant

Duties and Responsibilities:

- ◆ Advise on various legal matters arising in the process of the High Qualifications Commission of Judges of Ukraine candidates' selection process.
- ◆ Analyze the rules and regulations related to the work of the Selection Commission, including the ones governing the protection of personal data.
- ◆ Review and contribute to the drafting of legal instruments.
- ◆ Conduct legal analysis, research, and draft memoranda on relevant legal issues.
- ◆ Carry out integrity (background) checks including but not limited to the analysis of asset declarations, relevant open-source data and information provided by third parties.
- ◆ Draft individual integrity questionnaires.
- ◆ Produce minutes of the meetings.
- ◆ Monitor motions and complaints filed to administrative and other courts, produce relevant memos and carry out risk assessment.
- ◆ Provide comprehensive analysis of relevant legislation as well as monitor potential legislative amendments.
- ◆ Review and proofread translated legal texts, if necessary.

Job Qualifications:

- ◆ Graduate degree in Law is required.
- ◆ Minimum of five (5) years of broad, progressively responsible professional experience in rule of law, anti-corruption, criminal justice reform, with a focus on integrity and professional competence checks.
- ◆ Demonstrated experience in working with government bodies or international organizations engaged in justice sector reform in Ukraine is required.
- ◆ Excellent written and verbal communication skills as well as ability to communicate complex ideas effectively in Ukrainian and in English equally.
- ◆ Solid understanding and knowledge of the political system, government bodies and international organizations, and the justice and rule of law sector in Ukraine.
- ◆ Interest in and capacity to interpret political and policy developments.
- ◆ Excellent interpersonal and communication and team coordination skills; ability to work constructively with several internal and external stakeholders. Confident in any surrounding and in working at all levels when dealing with different stakeholders.
- ◆ Excellent legal writing, strong technical drafting and editing skills with attention to detail including when under pressure.
- ◆ Ability to work with a high degree of accuracy and attention to quality and detail in a busy and complex environment.
- ◆ Ability to provide training and guidance to colleagues, advising them on procedures and following-up on the relevant national legislation.
- ◆ Sound organizational and planning skills; good team player, positive attitude, flexible.
- ◆ Keen sense of ethics, integrity and commitment to program's goals.

Application Instructions: Please send a CV and a brief cover letter in English in the email body to office@new-justice.com. Please include the name of the position in the subject line of application message (**Legal Analyst Assistant**). Candidates will be reviewed on a rolling

basis until the position is filled. No telephone inquiries, please. Short-listed candidates will be contacted.

Application Deadline: September 22, 2021, 6:00 pm Kyiv Time.

Chemonics is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.