

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):

Personal Legal Assistant

Duties and Responsibilities:

- ◆ Provide with day-to-day legal, administrative, and technical support in matters arising in the process of the High Qualifications Commission of Judges of Ukraine (HQCJ) candidates' selection process.
- ◆ Work with integrity (background) checks related materials, including but not limited to the analysis of asset declarations, relevant open-source data and information provided by third parties.
- ◆ Facilitate as needed communication within the team.
- ◆ Consult on various legal matters arising in the process of the new HQCJ candidates' selection process.
- ◆ Draft legal instruments as requested.
- ◆ Review and proofread translated legal texts, if necessary.

Job Qualifications:

- ◆ Law degree is required.
- ◆ Minimum of 3 years of demonstrated professional experience in legal drafting, analysis or research.
- ◆ Excellent written and verbal communication skills as well as ability to communicate complex ideas effectively in Ukrainian and in English equally.
- ◆ 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 at 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 detail and quality in a busy environment.
- ◆ Advanced knowledge of the Microsoft Office Suite.
- ◆ Proven ability to see through tasks set and deliver results.
- ◆ Ability to work under pressure with tight deadlines, flexibility.
- ◆ Keen sense of ethics, integrity, credibility, and commitment to the project'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 (**Personal Legal 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.