

The International Institute for the Unification of Private Law (UNIDROIT)¹ and the Cape Town Convention Academic Project (CTCAP)² are currently inviting applications for the position of:

Legal Consultant (Cape Town Convention Academic Project)

Responsibilities:

Cape Town Convention Academic Project responsibilities

Under the supervision of the project's Directors, the Consultant will be primarily responsible for managing the operation of the Cape Town Convention Academic Project, including the following responsibilities:

- Assist with the organisation and management of the annual Cape Town Convention Academic Conference, including liaising with speakers, participants, and sponsors. The Consultant will be expected to attend the event (held in Cambridge in September every year) and assist with the management of the conference, particularly online participation.
- Coordinate and manage projects organised by the Cape Town Convention Academic Project, with a specific focus on the projects related to (i) Best Practices in the Field of Electronic Registries; and (ii) Implementation of, and Compliance with, International Commercial Law Instruments.
- Manage the operation of the Cape Town Convention Academic Project website, including keeping the repository of materials relating to the Cape Town Convention up to date.
- Assist in organising and facilitating meetings, workshops, and seminars related to the Cape Town Convention Academic Project.
- Assist with the promotion of the Cape Town Convention.

UNIDROIT responsibilities

As the Legal Consultant position is based at the UNIDROIT Secretariat Headquarters in Rome, the Legal Consultant will also contribute to the operation of the UNIDROIT, including the following responsibilities:

- Support the UNIDROIT Secretariat in executing the 2023-2025 Work Programme by working on projects as assigned by the UNIDROIT Secretary-General.
- Manage digital communications at UNIDROIT, including overseeing the organisation's social media program and ensuring effective online presence.

¹ **The International Institute for the Unification of Private Law (UNIDROIT)** is an independent intergovernmental organisation based in Rome. Its Secretariat is a team of professionals and technical support staff works to modernise, harmonise and co-ordinate private and in particular commercial law as between States and groups of States by preparing treaties, model laws, principles and other types of uniform rules. More information: www.unidroit.org

² **The Cape Town Convention Academic Project** is a joint undertaking between UNIDROIT, the University of Cambridge Faculty of Law and the Aviation Working Group which undertakes various activities to facilitate the academic study and assessment of the Convention on International Interests in Mobile Equipment (the Cape Town Convention), together with its Protocols, for the benefit of scholars, students, practising lawyers, judges, governments officials and others working in the relevant industries. More information: <https://ctcap.org/>

- Support the activities of the UNIDROIT Foundation, including managing the UNIDROIT Alumni Association and its related projects.
- Conduct legal research and analysis on relevant topics, preparing reports, memoranda, and other legal documents as required.
- Collaborate with internal and external stakeholders, including government officials, academics, and other international organisations, to promote the goals and objectives of UNIDROIT and the Cape Town Convention Academic Project.
- Stay updated on developments in international law, particularly in the field of private international law, and contribute to the organisation's knowledge base.³

Requirements:

- Qualifications: Undergraduate law degree, a Master's degree or higher in law is preferred.
- Experience: 2 – 5 years of work experience at an intergovernmental organisation, law firm or university, working on matters related to private international law or transnational commercial law. Knowledge and understanding of the Cape Town Convention and its Protocols would be highly valued.
- Language: Full professional proficiency in written and spoken English; high proficiency level in at least one of the following languages: French, Italian, Arabic, Chinese, Russian or Spanish.

Competencies

- Excellent written and verbal communication skills, with the ability to draft clear and concise legal documents.
- Proficiency in website management using WordPress (creating new pages, editing content, uploading documents and photos etc).
- Strong organisational skills and the ability to manage multiple tasks simultaneously.
- Proficiency in conducting legal research and analysis using various sources and databases.
- Proactive attitude with the ability to work independently as well as part of a small team.
- Demonstrated knowledge and interest in private international law, secured transactions law, and related areas.
- Familiarity with digital communications and social media platforms.
- Ability to travel internationally, as required.

If you meet the requirements mentioned above and are passionate about contributing to the field of private international law through the Cape Town Convention Academic Project, we encourage you to apply. UNIDROIT offers a dynamic and multicultural work environment, providing excellent opportunities for professional growth and development.

³ This job description outlines the primary duties expected of the Legal Consultant. However, the responsibilities may evolve over time, and additional tasks may be assigned as deemed necessary by UNIDROIT and the CTCAP Directors.

Duration of the appointment: 1 year, renewable subject to satisfactory performance as reviewed by the Directors of the Cape Town Convention Academic Project.

Duty station: Rome, UNIDROIT Headquarters.

Salary: Competitive annual salary between 30,000 and 48,000 euro, based on the candidate's experience and profile.

Entry on duty: 26 June – 10 July 2023.

Applications should be addressed to the Secretary-General of UNIDROIT including CV, a cover letter, a minimum of 2 reference letters, and sent by e-mail to jobs@unidroit.org **no later than COB 14 June 2023.**

Please note that only the candidates shortlisted for interview will be contacted.