

INTERNATIONAL INSTITUTE FOR THE UNIFICATION OF PRIVATE LAW  
INSTITUT INTERNATIONAL POUR L'UNIFICATION DU DROIT PRIVE

In anticipation of the establishment of a UNIDROIT Asia-Pacific Liaison Office (Liaison Office) in the Hong Kong Special Administrative Region of the People's Republic of China (HKSAR) by the end of 2026, the International Institute for the Unification of Private Law (UNIDROIT) is seeking a professionally qualified lawyer or legal academic, to fill the post of:

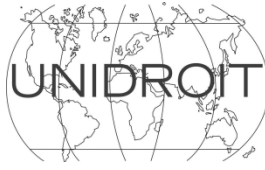
### **LIAISON OFFICE DIRECTOR**

In addition to legal experience working for intergovernmental organisations, government, academia, private law firms or as a legal practitioner in direct connection with UNIDROIT's work, the ideal candidate has a solid knowledge of comparative private law, commercial and/or international private law, as well as an understanding of current law reform trends and cross-border legal developments in the Asia Pacific region.

Being able to foster excellent working relationships with governments in the Asia-Pacific region and to lead a small team of professionals and support staff, as well as the ability to work in multicultural environments are prerequisites. Prior management experience in academic or other international or regional organisations, and/or work experience of an inter-governmental nature or across sectors, specifically in the Asia-Pacific region, is valued. Previous or ongoing involvement in UNIDROIT's work and time spent at the UNIDROIT headquarters will be taken into account. Strong organisational, interpersonal, drafting and communication capabilities will be deemed relevant assets.

Reporting directly to the Secretary-General and as the representative of the Liaison Office, the Director would be expected to perform the following duties:

- Execute the work of the Liaison Office in furtherance of its purpose to support UNIDROIT's legislative, implementation and institutional activities in the Asia-Pacific region, with a specific focus on the following objectives:
  - a. Serve as a point of coordination for UNIDROIT Member State Governments in the region and to ensure efficient communication of such governments with the UNIDROIT Secretariat;
  - b. Establish relationships and liaise with non-Member State Governments, with the primary aim of encouraging and facilitating accession to the UNIDROIT Statute;
  - c. Establish relationships and explore avenues of cooperation and enhance UNIDROIT's visibility and presence at regional organisations and fora;
  - d. Strengthen engagement with non-Government stakeholders from the private sector, legal sector, and academia in the region, in partnership with the UNIDROIT Asian Transnational Law Centre (ATLC);
  - e. Facilitate the promotion and implementation of UNIDROIT instruments and projects in the region;
  - f. Assist and facilitate the planning, organisation and execution of UNIDROIT events and activities in the region; and
  - g. Support capacity building and otherwise promote other work of UNIDROIT.



- Under the supervision of the Secretary-General, manage and operate the Liaison Office's finances, resources, and staff, in accordance with the arrangements as agreed between UNIDROIT and the Government of the Hong Kong Special Administrative Region of the People's Republic of China, including:
  - a. Prepare Draft Budget for the approval of the Secretary-General prior to submission to Governing Bodies;
  - b. Manage general accounting for each financial year;
  - c. Establish rules and methods deemed necessary to ensure the discipline and efficiency of financial management and oversee disciplinary matters for Liaison Office staff;
  - d. Regulate the procurement of equipment, goods, facilities and supplies as well as the implementation of works or external services;
  - e. Authorise minor expenses;
- Report regularly and as necessary to the Secretary-General on the operation and administration of the Liaison Office, and report to the governing bodies of UNIDROIT on the operation and administration of the Liaison Office as required; and
- Perform any other duties as requested by the Secretary-General, in accordance with the needs of the organisation.

**Location:** The Director must be located (or willing to relocate) to Hong Kong, where the Liaison Office will be established.

**Nationality:** The Director must be a national of a UNIDROIT Member State.<sup>1</sup> Those with extensive experience in the Asia-Pacific region are encouraged to apply.

**Independence and Neutrality:** As part of the UNIDROIT Secretariat, the Director will serve in his/her individual capacity, independent of and not affiliated with any government or other international organisation.

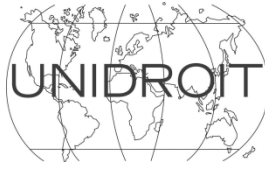
**Language requirements:** The Director will be fluent in English. French and Asian-Pacific languages are an asset.

**Time commitment:** While there is a preference for a full-time Director, considering the seniority of the candidate and the availability of resources, the Director might be hired on a part-time basis (3-4 days per week).

**Duration of the appointment:** 3 years (renewable), with a 1-year probation period.

**Salary:** Competitive salary equivalent to a mid-career lawyer or legal academic based in Hong Kong.

**Entry on duty:** No later than October 2026 (on approval by the UNIDROIT Permanent Committee). It is envisaged that the Director will be hired prior to the Opening Ceremony of the Liaison Office in early November 2026.



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**Applications** should be sent to [jobs@unidroit.org](mailto:jobs@unidroit.org) and addressed to the UNIDROIT Secretary-General, including (i) a motivation letter setting forth the candidate's vision of his or her role, (ii) a CV, and (iii) at least two letters of reference. Applicants should declare whether they have a clean criminal record, and undertake that they shall comply with the applicable laws in the HKSAR if selected and appointed to the position. Applications due **19 July 2026 (CEST)**.

For more information, visit [www.unidroit.org/](http://www.unidroit.org/). Please note that only the candidates selected for interviews will be contacted.