



## **JOB ANNOUNCEMENT**

### **LEGAL ASSISTANTS - MAÂT PROJECT**

In the course of the **MAÂT Project of Legal Representation of the Civil Parties before the Extraordinary Chambers in the Courts of Cambodia (ECCC)**, the Cambodian NGO Legal Aid of Cambodia is seeking to recruit **1 Cambodian senior legal assistant and 2 Cambodian legal assistants** (preferably French speaking).

#### **Goal and Objectives of the MAÂT Project**

The goal of MAÂT Project is to offer to the Victims of the Khmer Rouge Regime the best defense of their rights and interests. This Project has two main objectives:

- The legal representation of the Civil Parties, who are victims of religious persecutions as well as of other crimes, which fall under the jurisdiction of the ECCC, by the Lawyers Maitre Lor Chunthy and Maitre Olivier Bahougne, in Case 002.
- The development and the improvement of the competences of the lawyers and jurists working on this project, while seeking to obtain that the French language is used as often as the other languages before the ECCC.

The work is always done in a spirit of harmony, loyalty and respect of the others.

It is a two-year project, in years 2010 and 2011.

#### **Job Description**

The Cambodian senior legal assistant and legal assistants will work under the responsibility of Maitre Lor Chunthy and Maitre Olivier Bahougne, who are respectively Cambodian and French co-lawyers before the ECCC, and in collaboration with the coordinator of the legal team as well as the other legal assistants of the "Khmer Rouge Tribunal" Project.

#### **Duties and Responsibilities**

The legal assistants will notably:

- Assist the lawyers in the daily management of the case file;
- Undertake legal research both in Cambodian Law and in International Law;
- Assist the lawyers in the writing of legal submissions and other legal documents;
- Proceed to the translation of legal and non-legal documents from Khmer to French and vice versa
- Proceed to oral translations from Khmer to French and vice versa.

The senior legal assistant will also have the responsibility to ensure the liaison between the legal assistants and the coordinator of the legal team and/or the lawyers.

They will all benefit from legal trainings on both substantial and procedural law, given by the lawyers.

## **Selection criteria**

### *1. Required criteria*

1. Bachelor Degree of Cambodian and/or International Law (Master Degree is preferable);
2. Excellent command of both Khmer **and** French, orally and in writing (fluency in French is an asset);
3. A minimum of 1 year of working experience as a lawyer or jurist.

### *2. Desirable criteria*

1. Good command of English;
2. Good understanding of the procedure before the ECCC;
3. Previous working experience at the ECCC (preferable); ;
4. Diploma of Lawyer and Registered at the Cambodian Bar Association (preferable);
5. Good computer skills and ability to use in particular internet, Microsoft, Excel, Power Point and Zylab;
6. Willing to go on mission to the Provinces if necessary;
7. Willing to work within a multicultural environment.

Salary:        - Senior Legal Assistant        : 500.00 US \$ per month + fringe benefits  
                     - Legal Assistants                        : 475.00 US\$ per month + fringe benefits

Deadline:     Monday 15 March 2010

Women are particularly encouraged to apply.

Interested candidates should address their CV and cover letter, in French and/or English (applications in French will be preferred), as well as supporting documents and a photo:

#### 1. By E-mail:

To: -Mr. PRAK Sihakriddh (LAC Administrative & HR Director): [lacadmin@online.com.kh](mailto:lacadmin@online.com.kh) and  
      -Ms. Audrey Roelandt (Coordinator of the MAAT Legal Team): [audrey.roelandt@gmail.com](mailto:audrey.roelandt@gmail.com)

Or

#### 2. By Envelop to Legal Aid of Cambodia:

Street 608, # 51, Sangkat Boeung Kak II, Khan Tuol Kok, Phnom Penh  
Tel: 023.883.914/924  
Website: [www.lac.org.kh](http://www.lac.org.kh)

The applications (CV and cover letter) will not be returned.

#### Time frame :

1. Applications received : Monday 15 March 2010
2. Interview of short listed candidates: Tuesday 23 March 2010
3. Start of the contract: Beginning of April, with a three-months probation period
4. Duration of the contract: 1 year, renewable