



អង្គជំនុំជម្រះវិសាមញ្ញក្នុងតុលាការកម្ពុជា

Extraordinary Chambers in the Courts of Cambodia
Chambres extraordinaires au sein des tribunaux cambodgiens

**ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ**

Kingdom of Cambodia
Nation Religion King
Royaume du Cambodge
Nation Religion Roi

JOB DESCRIPTION

Position Information

Functional Title: Greffier/Associate Legal Officer
Level: NOB/P-2
Reports to: Supreme Court Chamber Judges and Legal Officer
Location: Extraordinary Chambers in the Courts of Cambodia (ECCC), Phnom Penh

Organizational Context

Under direct supervision of the Supreme Court Chamber (SCC) Judges and Legal Officer, the Greffier/Associate Legal Officer is responsible for providing and keeping all the records and documents related to the SCC. S/he establishes and maintains good relations and works in close collaboration with the SCC Judges, Legal Officer, Senior Legal Coordinator, and all ECCC staff to provide, in an efficient and timely manner, necessary SCC records and documents, thus enhancing the credibility of the ECCC. In carrying out his/her functions, s/he receives specific instructions from the national SCC Judges on the existing laws and ECCC-specific technical standards and internal regulations.

Functions/Key Results Expected

The incumbent will perform the following key functions:

- Implementation of operational strategies
 - Provision of effective and efficient administrative service
 - Ensure proper court proceedings
1. Ensure implementation of operational strategies, focusing on the achievement of the following result:
 - Fully comply with administrative activities with ECCC rules, regulations, policies and practices.
 - Support the national SCC Judges in the day-to-day work in terms of administrative and procedural functions.
 - Assist legal officer in researching the legal issues, jurisprudence.
 2. Ensure provision of effective and efficient administrative services, focusing on the achievement of the following results:
 - Act as notary for the SCC Judges
 - Collaborate with legal assistants, investigators, researchers and analysts in all judicial acts, including examination, research, autopsy, and court hearings.
 - Summarize judicial decisions and properly disseminate to all parties concerned
 - Transcription of appeals decisions and maintenance of registry.

- Maintenance and preservation of items of evidence and relevant rulings and case files.
3. Ensure proper court proceedings, focusing on the achievement of the following results:
- Court proceedings carried out in accordance with the set rules and procedures.
 - Accompaniment of national SCC Judge in Court proceedings; transcription and authentication of confidential statements and decisions made in court hearings

Competencies and Critical Success Factors

- Knowledge of court management systems, particular in Cambodian judicial system and international criminal, legal procedures;
- Actively work towards continuing personal learning plan and applies newly acquired skills. Shares Knowledge and experience;
- Ability to effectively apply rules and procedures of the ECCC;
- Exercise judgment in organizing work assigned and determining the precedence of work requests;
- Ability to prepare reports of the case metrics;
- Good interpersonal skill and communication skills;
- Ability to establish and maintain effective working relations with people from multi-cultural and ethnic backgrounds with sensitivity and respect for diversity;
- Ability to work efficiently under time pressure with extended working hours;
- Remains calm, in control and good humour even under pressure.

Recruitment Qualifications

- Education:** First university degree (Bachelor's or equivalent) in Law required. Additional post-graduate courses in the relevant field and/or certificate as professional Greffier recognized by the Royal Academy for Judicial Professional is desirable.
- Work Experiences:** 2-3 years of relevant experience, especially in civil court system, using international legal procedures and applying legal expertise in analyzing and resolving a diverse range of legal issues and problems.
- Language Proficiency:** Khmer native and fluency in English both written and oral. Proficiency in French is an asset.

Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief of Section

Name	Signature	Date
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