



VACANCY ANNOUNCEMENT
ASSIGNED CASE MANAGER
DEFENCE SUPPORT SECTION, ECCC

The ECCC is currently seeking qualified candidates to be included as Case Managers in the list of national and foreign personnel eligible to assist defence teams for indigent persons. The list will be used to provide Case Managers who will be assigned to work with defence teams on cases at the ECCC.

The Case Managers, who will be selected by the assigned Co-Lawyers, will be contracted to work with a specific defence team. The contract will be for an initial 3 month period, thereafter on a 6 month renewable basis, subject to a maximum contract period of 24 months. Case Managers will take instructions on substantive legal matters from the Co-Lawyers. For administrative purposes, the Case Manager will be under the auspices of Defence Support Section.

Responsibilities

The Case Manager will work as a member of a specific defence team providing case support to the Cambodian and Foreign assigned Co-Lawyers, and Legal Consultants. According to the instructions of the Co-Lawyers, the Case Manager will have overall responsibility for organising the case files and locating documents for the Co-Lawyers and Legal Consultants. In particular, the Case Manager will receive, register, index and file legal documents and evidence relevant to the case. In addition, s/he will provide research and analysis on Cambodian law and factual or evidential issues.

The Case Manager may also be required to draft letters or memoranda, liaise with court officials, translate documents, and structure the arguments or evidence electronically using CaseMap.

Competencies

Professionalism - Knowledge and understanding Cambodian or international criminal proceedings; mature understanding of defending those accused with the most serious crimes; ability to research and analyze legal and factual issues.

Planning and Organisation – Excellent organisational skills; ability to compile and control vast amounts of sensitive information; ability to establish priorities and to plan, coordinate and monitor own work within given deadlines; demonstrated ability to use initiative to find solutions to assignments given; ability to work within a team on a particular project.

Communication – ability to summarise complicated issues in a concise and clear manner.

Technological awareness – good computer skills.

Teamwork – excellent interpersonal skills, and ability to work in a multi-cultural, multi-ethnic office.

QUALIFICATIONS

Education

Degree in law or an equivalent legal or professional qualification.

Work Experience

Completed legal professional training or equivalent professional legal experience of at least 2 years.

Completed the DSS Case Managers' Orientation Course (see below*).

Languages

Fluency in Khmer and the ability to work in French or English.

Other

Fully conversant with the use of computer software applications i.e. information databases, internet/intranet services and library sources, etc.

The compensation package will reflect the level of skills and experience of the applicant.

To apply, please email a current P11 form together with a covering letter to defence@unakrt-online.org.

*Before being assigned to a case, a Case Manager must complete the Case Managers' Orientation Course. However, interested persons who have not yet done the Orientation Course may submit an application and attend the Course at a later date.

