

## Job Description

### LEGAL ASSISTANT

**Job Title:** Legal Assistant

**Reports to:** Senior Legal Officer

**Location:** ECRE Secretariat (Brussels)

**Duration:** 11 months

### **Background Information**

The European Council on Refugees and Exiles (ECRE) is a pan-European alliance of 90 NGOs protecting and advancing the rights of refugees, asylum seekers and displaced persons. Our mission is to promote the establishment of fair and humane European asylum policies and practices in accordance with international human rights law. The ECRE Secretariat is based in Brussels, with 20 staff members including assistants who are central in supporting ECRE's work.

### **Key Responsibilities**

1. *Assist the Senior Legal Officer in undertaking legal research and for this purpose:*
  - identify and use relevant print and media sources
  - identify and use any additional materials by relevant individuals, organisations or institutions;
  - liaise with ECRE staff and member agencies, the ELENA network; EU, UN and other relevant institutions;
  - coordinate and compile comparative surveys;
  - participate in relevant internal and external meetings.
2. *Draft relevant documents such as:*
  - research and comparative reports;
  - policy briefings or guidelines;
  - questionnaires and survey findings;
  - supporting documentation for meetings e.g. background and summary papers;
  - legal submissions and case law analysis.
3. *Monitor international and national legal developments and for this purpose:*
  - check relevant web sites and information resources;
  - monitor the judgments of the European Court of Human Rights;
  - monitor judgments of the Court of Justice of the European Union;
  - monitor the reports and views of the UN Committee against Torture, the UN Committee on the Rights of the Child, and the European Committee for the Prevention of Torture and Inhumane or Degrading Treatment or Punishment;
  - identify and draft summaries of developments in asylum law at national and/or European level (i.e. new legislation and jurisprudence);

4. Assist with coordinating, maintaining, and developing the European Legal Network on Asylum (ELENA) by:

- monitoring and assisting with requests for information from lawyers across Europe;
- updating the ELENA Index;
- disseminating jurisprudence and other relevant information through the ELENA Weekly Legal Update

5. Assist with the planning and organisation of ELENA training courses and other events/expert meetings by:

- identifying and compiling existing background materials;
- researching and drafting background papers if required;
- provide administrative and logistical support, including at the course and the meetings;

6. Assist in the running of internal ECRE meetings, including taking the minutes of those meetings.

7. Take part in the preparation of at least one external ECRE meeting or conference and provide organisational support, such as taking minutes of working groups.

8. Contribute to the Asylum Information Database (AIDA) and the European Database of Asylum Law (EDAL).

9. Assist with administrative / miscellaneous tasks as agreed with the Senior Legal Officer.

## **Person Specification**

### Education

- University degree in law.
- Proven knowledge of and interest in international and EU asylum and human rights law

### Languages

- Fluent written and spoken English.
- Working knowledge of other European languages is an advantage.

### Skills

- Good Interpersonal Skills
- Good knowledge of EU institutions is an advantage

## **Conditions**

1. Paid internship for 11 months (brutto 751€) (Belgian Contract – “Contrat belge d’immersion professionnelle”).
2. The Legal Assistant will be entitled to 26 days annual leave if he or she has worked for the entire previous year in Belgium. If service during the previous year in Belgium is less than the full year, annual leave will be calculated pro rata. Regardless of the

legal entitlement to annual leave in Belgium, ECRE will provide 6 days of extra-legal holidays a year.

3. The applicant needs to have permission to work in Belgium, unfortunately ECRE is not in a position to obtain a work permit for the applicant.

### **EQUAL OPPORTUNITY STATEMENT**

ECRE aims to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement, which is not demonstrably justifiable.