

# Vacancies at the Hague Conference



The Permanent Bureau of the Hague Conference is seeking to fill two positions

## 1

### **Diplomat Lawyer, with excellent knowledge of private international law**

The ideal candidate will possess the following qualifications:

- Excellent law school education in private law, including all aspects of conflicts of laws, preferably in the common law tradition; familiarity with comparative law (substantive and procedural law); good knowledge of public international law (in particular, the law of treaties and human rights law).
- Excellent drafting capabilities (*e.g.*, dissertation, law review or other publication experience will be taken into account).
- At least 10 to 15 years experience (in practice of law, academia, or an international organisation); experience with international negotiations an advantage.
- Excellent command, preferably as native language and both spoken and written, of English; good command of French and knowledge of other languages desirable.
- Personal qualities to contribute to:
  - good, pleasant and co-operative working atmosphere both within the Permanent Bureau and with representatives of Members, non-Member States and other Organisations;
  - the effective administration of the Permanent Bureau;
  - the proper representation of the Hague Conference to other international organisations.

The person appointed will be expected to take a leadership role in respect of particular areas of work within the Permanent Bureau, most likely in the field of

family law and child protection (in particular the *Hague Convention of 25 October 1980 on the Civil Aspects of International Child Abduction* and the *Hague Convention of 19 October 1996 on Jurisdiction, Applicable Law, Recognition, Enforcement and Co-operation in Respect of Parental Responsibility and Measures for the Protection of Children*).

**Requirements:**

- While the job is located in The Hague, it requires regular travel to both near and distant countries.
- Medical clearance is required.
- Finalists will be required to undergo a professional assessment administered by an external consultant.
- For more information on the process of appointment for a diplomat lawyer (Secretary) see Article 5 of the Statute of the Organisation.

**Duration of the appointment:** initially three years (with a six-month probationary period).

**Salary:** The position contemplated for the staff member corresponding to the profile would be either grade A3 or A4 of the Co-ordinated Organisations scale for the Netherlands, depending on qualifications and experience.

**Entry on duty:** between July and September 2014.

**Applications:** Written applications with a *curriculum vitae*, including publications and contact information for three references, should be addressed by email (secretariat@hcch.net) to the Secretary General of the Hague Conference on Private International Law, **before 1 April 2014**.

2

**Legal Officer (full-time)**

He or she will work mainly in the area of international legal and administrative co-operation and be part of a small team, under the direction of the Secretary General. The Legal Officer will primarily carry out work relating to the relevant Hague Conventions (in particular the Apostille, Service, Evidence, and Access to Justice Conventions).

Duties will include comparative research, preparation of research papers and other documentation, assistance in the preparation (including proof-reading) of materials for publication (in particular Practical Handbooks), assistance in answering requests from States for information relating to the relevant Conventions, assistance in the preparation of meetings (including Special Commission meetings), assistance in the preparation of and participation in conferences, seminars and training programmes, and such other work as may be required by the Secretary General from time to time.

The successful applicant will possess the following qualifications:

- a good knowledge of private international law, particularly in the areas of legal and administrative co-operation and international civil procedure, familiarity with comparative law and public international law is desirable;
- excellent language skills (oral and drafting) in at least one official language of the Hague Conference (English or French), as well as a good working knowledge of the other (knowledge of a third language is an asset);
- sensitivity with regard to different legal cultures;
- two to four years of relevant subject-matter experience in private practice, public service or academia.

Starting date: May 2014.

Grade (Hague Conference adaptation of Co-ordinated Organisations scale): A/1 subject to relevant experience.

Deadline for applications: 15 March 2014.

Applications should be made by e-mail, with Curriculum Vitae, letter of motivation and contact details for at least two references, to be addressed to the Secretary General, at: [secretariat@hcch.net](mailto:secretariat@hcch.net).