

# Diplomat Lawyer Vacancy at the Permanent Bureau of the HCCH

*By the Permanent Bureau of the Hague Conference on Private International Law (HCCH)*

**DIPLOMAT LAWYER ((FIRST) SECRETARY)** with the following qualifications:

- Outstanding academic record and expertise in private international law (PIL);
- Common-law trained, with good comparative law background, including in the field of PIL
- Good knowledge of Hague Conventions (and other Hague instruments), including in the areas of Family Law and related Hague Children's Conventions
- Good knowledge of public international law including the law of treaties; experience in international negotiations is desirable;
- Excellent drafting capabilities (dissertation and / or Ph.D., law review or other publication experience will be taken into account);
- 13-15 years of relevant post-qualification experience in academia, law practice, domestic administration, and/or in an intergovernmental organisation;
- Complete fluency both spoken and written, in at least one of the working languages of the Conference (French or English), with preference given to candidates who also have a strong working knowledge of the other official language;
- Applications from qualified female candidates are particularly welcomed;
- Candidates from outside Europe are especially encouraged to apply.

The selected candidate will reinforce the team at the Permanent Bureau; his or her portfolio will include several Conventions and may include ongoing legislative projects. He or she will be part of the senior management team and assure a good, co-operative working atmosphere, conducive to team work and efficient communications, both within the Permanent Bureau and in relations with representatives of States and Organisations (respect of the Permanent Bureau's core values is essential). The selected candidate will represent the HCCH in

dealings with Members as well as other stakeholders and interested parties. He or she will also be expected to assist with the administration of the Permanent Bureau.

The position requires frequent travel to both neighbouring and distant countries.

**Type of appointment and duration:** three-year contract (with a one-year probationary period), possibility for renewal (medical clearance required).

**Grade (Co-ordinated Organisations scale for the Netherlands):** +/- A4/A5 subject to relevant experience. Secretarial status granted according to the Statute of the Hague Conference and Diplomatic status, with the relevant privileges and immunities, according to the agreements of the Hague Conference with the Netherlands Ministry of Foreign Affairs.

**Deadline for applications:** 26 May 2018

**Anticipated starting date:** September/October 2018

**Applications:** written applications should be sent by e-mail, with Curriculum Vitae, letter of motivation and contact information for at least two references, to be addressed to the Secretary General, e-mail: [applications@hcch.nl](mailto:applications@hcch.nl).

In view of the terms of the Statute of the HCCH according to which diversity of geographic representation and of legal expertise shall be taken into account, candidates should preferably not have (exclusively) Swiss, Canadian or Portuguese nationality.

The short-listed candidates whose applications are retained will be invited to an interview with a Selection Committee which will include the Chairman of the Netherlands Standing Government Committee, the Chairman of the Council on General Affairs and Policy, and Members of the Permanent Bureau. They may also be invited to take part in an external professional assessment.

*The Permanent Bureau reserves the right not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.*