LEGAL OFFICER & PROGRAM COORDINATOR

Legal Preparedness for Climate Change in Vietnam Program

_IDLO seeks to strengthen the rule of law and good governance in developing countries and countries in transition to provide security for the individual, to reduce poverty by protecting individual rights and economic activity, and by strengthening judicial and local institutions to promote a viable legal framework for commerce, trade, and investment._
About IDLO

IDLO is an intergovernmental organization that promotes legal, regulatory, and institutional reform to advance economic and social development in transitional and developing countries.

Founded in 1983 and one of the leaders in rule of law assistance, IDLO’s comprehensive approach achieves enduring results by mobilizing stakeholders at all levels of society to drive institutional change. Because IDLO wields no political agenda and has deep expertise in all legal systems and emerging global issues, people and interest groups of differing ideologies trust IDLO. It has direct access to government leaders, institutions, and multilateral organizations in developing countries, including lawyers, jurists, policymakers, regulators, advocates, academics, and civil society representatives.

Since its establishment, IDLO has worked with more than 20,000 legal professionals in 175 countries. Its network of forty-six independent national alumni associations, with membership drawn from legal, business, academic, and civil society communities, gives it a unique ability to create opportunity for those most in need.

IDLO is based in Rome, Italy, with program offices in Afghanistan; project offices in Kyrgyzstan, Kenya and Sudan; a permanent observer office at the United Nations in New York and a resource development office in Seattle.

For more information, please visit IDLO’s website at www.idlo.int.

Background and Consultancy

IDLO seeks to recruit a Legal Officer and Program Coordinator to deliver climate law related programming for IDLO in Asia, with a focus on leading the Legal Preparedness for Climate Change Program in Vietnam.

Vietnam’s high vulnerability to the impacts of climate change could significantly undermine the development gains achieved in the last 20 years. IDLO and UNEP, in response to a formal request from the Ministry of Environment and Natural Resources, Vietnam’s focal point for climate change, are initiating a Legal Preparedness for Climate Change Program in Vietnam (LPCC- Vietnam). The LPCC is a unique methodology that systematically identifies legal and governance barriers, then recommends and implements consensus-based regulatory reform, training and technical assistance solutions to make responses to climate change more effective. These solutions are tailored uniquely for each region and country, supporting adaptation and disaster risk reduction, and mitigation by participation in international mitigation schemes coupled with access to international climate funding. In Asia, the goal is to provide legal and institutional support for national climate change strategies, especially the National Target Program (NTP) in Vietnam. The Legal Officer and Project Coordinator will:

- Identify, develop and coordinate new IDLO programming to enhance the legal, regulatory, and judiciary systems in Asia, especially in Vietnam, in relation to climate change, engaging partners, experts, and stakeholders, and guiding interns and consultants, as agreed with the Supervisor;
- Lead implementation of certain IDLO projects in Asia, including Phase 1 of the Legal Preparedness for Climate Change in Vietnam Program in Vietnamese and English, as agreed in the Program Work Plan,
- Coordinate consultations, engagement and partnerships with relevant national and provincial government departments; with multi-lateral agencies and bi-lateral donors; with universities, research institutes, and other nongovernmental stakeholders; and with relevant private sector stakeholders;
- Provide support to the Program Steering Committee, and coordinate a process to prepare a Vietnam Legal Preparedness Assessment Report (V-LPAR) to generate options and recommendations to improve legal systems and institutions, as agreed with the Supervisor and in the Program Work Plan;
Consultancy (cont’d)

- Develop new legal and institutional projects and collaborative initiatives with inter-governmental, bi-
  lateral and governmental partners in the field of climate change to support IDLO programming in
  Asia, especially Vietnam, as agreed with the Supervisor;

- Provide Program administration, logistics and support in Asia, especially Vietnam; ensure effective
  quality, monitoring, and evaluation requirements for the Program; and provide input into institutional
  and Program websites; and

- In close coordination with the Supervisor, provide focused support to confirm funds and other re-
  sources for Phase 2 and Phase 3 of the Vietnam LPCC Program, and other projects engaging new bi/
  multi-lateral donors, developing collaborative initiatives, and building stakeholder partnerships.

Ideal Candidate Profile and Minimum Qualifications

IDLO seeks a Legal Officer and Project Coordinator with a true interest and passion for the organization’s
mission, for law and policy aspects of climate change, and for the organization’s activities in Vietnam.

The ideal candidate will have demonstrated experience with legal reviews, assessments or analysis. Experi-
ence with program coordination, administration, and logistics is an advantage.

He/she will be required to engage and work closely with people at various levels, creating an environment of
cooperation and fostering relationships based on mutual respect and trust. It is therefore essential that the
candidate demonstrates well developed interpersonal, communication, group facilitation and negotiation
skills. The selected candidate will bring a high level of motivation, enthusiasm, a responsible attitude, and
proven organizational skills to this role.

The Legal Officer and Project Coordinator will have a good understanding of the political, legal, environment
and development context in Vietnam as well as of international frameworks and conventions related to cli-
mate change. Professional work experience in post-disaster or post-conflict countries will be highly regarded.

Excellent written and spoken Vietnamese, and English is required.

The successful candidate will be required to commence as urgently as possible in March 2011. First review of
applicants will start as of February 20, 2011.

How to Apply

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and
encourage diverse applications.
To apply, please visit IDLO’s employment website at www.idlo.int/jobs