

Job notice, 12 January 2011

Democracy Reporting International (DRI) promotes political participation of citizens, accountability of state bodies and the development of democratic institutions world-wide. DRI analyses, reports and makes recommendations to the public and policy makers on democratic governance.

We are looking for a

Junior Constitutional Expert (half-time)

Constitutional reform is becoming a major issue in the Arab world, Democracy Reporting International's (DRI) main programme region. To support its programmes in the region and beyond, DRI is seeking the services of a constitutional expert to be employed on a half-time basis. Initially the contract will be until December 2012 but it may be extended.

The expert will serve as DRI's focal point on constitutional issues. To this end his/her tasks include:

- Liaising with HQ colleagues, DRI field offices and partners organisations on constitutional questions, research agendas, publications and events (workshops, trainings, etc.);
- Carrying out research on constitutional issues;
- Drafting notes, minutes and other internal documents related to constitutional questions;
- Supporting the drafting and publication of papers, reports and media pieces related to constitutional questions;
- Keeping an overview of DRI's constitutional reform activities and establishing databases for internal documents, experts and literature.

His/her profile should include:

- A degree in law or political science;
- Documented academic or other working experience on themes like constitution-writing, constitutional reform processes, political systems or comparative constitutionalism and international law;
- Experience in project management;
- Excellent English writing and communication skills;
- Good IT skills including graphics and tables.

Additional assets:

- Knowledge of French or Arabic;
- Knowledge of international human rights law;
- Experience in the think tank work.

The salary will be determined in view of the professional experience of a candidate.

The position will be Berlin-based. The starting date shall be 15 February 2012.

Deadline for applications: 5 February 2012. The position may be filled before this date if a suitable candidate is selected.

Please send your cv and cover letter by e-mail to Ms. Laura Stanga, Office Manager, l.stanga@democracy-reporting.org