

INTERNATIONAL TRIBUNAL FOR THE LAW OF THE SEA
TRIBUNAL INTERNATIONAL DU DROIT DE LA MER



VACANCY ANNOUNCEMENT

The International Tribunal for the Law of the Sea, an international court with its seat in Hamburg, Germany, has the following vacancy:

Legal Assistant (G-6)

Functions: Under the supervision of the Head of Legal Office the incumbent is responsible for:

- Assisting in drafting case-related and administrative correspondence;
- Assisting in preparing and organizing research materials and notes;
- Assisting in organizing hearings and preparing judicial records;
- Filing of legal and judicial documents;
- Formatting, editing, proofreading and producing a variety of documentation;
- Assisting in the gathering of legal documentation and the preparation of the publications of the Tribunal;
- Providing general administrative and office support;
- Performing other ad hoc duties as assigned.

Qualifications and experience: Completed secondary education, seven years of relevant working experience; knowledge of, and training in, legal matters. Excellent knowledge of English or French and working knowledge of the other language. Full computer literacy.

The Tribunal reserves the right to appoint a candidate at one level below the advertised post.

Remuneration: An initial two-year fixed-term renewable contract, attractive tax-free salary with United Nations benefits and allowances. **Applications should be sent by email to the Head of Personnel at:** personnel@itlos.org.

A completed ITLOS personal history form (P11) must be received at the Tribunal no later than 23 August 2024. **Only short-listed applicants will be contacted.** The P11 form can be found on the Tribunal's website at <https://www.itlos.org/en/main/the-registry/employment-opportunities/>