

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 13-02

OPEN TO: All Interested Candidates
POSITION: INL LEGAL ASSISTANT
TEMPORARY APPOINTMENT UP TO MAXIMUM OF 24 MONTHS
OPENING DATE: July 11, 2013
CLOSING DATE: July 25, 2013
WORK HOURS: Full-time; 40 hours/week
SALARY: **FULL PERFORMANCE LEVEL**
*Ordinarily Resident: Position Grade: LES-9
(LES-9/step1 HRK 244,162 annual gross salary)
*EFM/MOH/NOR: Position Grade: FP-05 to be confirmed
by Washington
TRAINEE LEVEL
*Ordinarily Resident: Position Grade: LES-8
(LES-8/step1 HRK 216,753 annual gross salary)
*EFM/MOH/NOR: Position Grade: FP-06 to be confirmed
by Washington

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Zagreb is seeking an individual for the position of Legal Assistant in Department of Justice Office.

BASIC FUNCTION OF POSITION

The INL Legal Assistant will support the activities of the Regional Justice Sector Initiative which is designed to enhance the capacity of criminal justice systems in Southeast Europe by sharing information, resources and training in legal reform. The INL Legal Assistant will work under the supervision of the assigned Intermittent Legal Advisor (ILA) and will receive guidance and incorporate input from INL Washington, DOJ/OPDAT, and other regional partners.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. University degree in Law or International Relations is required.
2. Three years in legal practice, legal work, legal translation, or program, projects with duties related to legal practice, legal work, legal translation or in a position responsible for rule of law development/assistance is required.
3. Level IV English (fluent) and level IV Croatian (fluent) is required.
4. Knowledge of International relations, regional criminal justice and government systems, legal English, court cases, EU Aquis Communautaire, legal reform and EU accession process is required.
5. Must be able to operate all common office equipment. Incumbent must have knowledge of the MS Office (Excel, Word, Outlook), internet researched.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position **must submit both Resume and DS-174 Application form** for consideration:

1. **Universal Application for Employment (UAE)** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet (<http://zagreb.usembassy.gov>) and intranet site; **or**
2. A combination of both Sections 1-24 of the UAE **and** a listing of the applicant's work experience attached as a separate sheet; **and**
3. A current resume or curriculum vitae.

Candidates who do not submit both Resume and DS-174 form will be considered not qualified.

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Failure to follow these instructions will result in an incomplete application.

E-mail APPLICATION TO zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:

American Embassy Zagreb - HRO

T. Jefferson 2, 10010 Zagreb

Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

CLOSING DATE FOR THIS POSITION: July 25, 2013
An Equal Opportunity Employer