

## VACANCY

### Position: Legal Inclusion Mapping Coordinator

Duty Station: Belgrade, Serbia

Starting Date: between 2<sup>nd</sup> part January- 1<sup>st</sup> part February 2019

Recruiting: Consultancy position for the duration of the legal mapping research project in Serbia



### ORGANIZATION AND CONTEXT

Microjustice4All (MJ4All) is a Netherlands based non-governmental organization, which has developed the Legal Inclusion Program that serves as an operational framework to implement legal inclusion activities for the achievement of SDG 16. In its latest undertaking, MJ4ALL is mapping legal inclusion in Serbia. The Mapping is an interactive and scalable analysis, taking place in an applied research environment: identifying “excluded” communities vis-à-vis their legal needs in relation to their exclusion. It also takes into account the legal framework related to those rights, the accessibility in practice and what is needed to secure legal inclusion of all. The results of the mapping allow for the formulation of institutional solutions and legal empowerment action plans as well as to support the fundraising for any action plans.

For more information, visit: [www.microjustice4all.org](http://www.microjustice4all.org)

### RESPONSABILITIES

The Legal Inclusion Mapping Coordinator will be responsible for the legal inclusion mapping in Serbia and the required output.

### TASKS AND DUTIES

- *In charge of conducting research into Legal Inclusion:*
  - Stakeholders Identification, consultation and management
  - Conducting Surveys and interviews with the identified excluded groups
  - Carrying out Desk research
  - Filling out questionnaires, managing a database on the findings, analyzing and reporting the results of the research activities
  - Identification of Comprehensive Legal Empowerment Plan with stakeholders
- Coordinating and supervising the Research Consultants in Serbia
- *Supporting MJ4All in the Mapping of Legal Inclusion in Serbia:* drafting of analytical reports, ensuring quality of reports and further developing the methodology
- *Support external communication efforts:* including setting up and updating of website, etc.
- Carry out any other tasks that may be required.

### QUALIFICATIONS & REQUIREMENTS

- University degree in a relevant discipline (law; public administration; political sciences, project management; development studies)
- Relevant work experience with and/or proven ability in project management
- Experience in conducting interviews and liaising with international organizations, state institutions, legal experts and social organizations
- Familiarity with legal empowerment and legal services

### SKILLS & ABILITIES

- Entrepreneurial mindset and interest in setting up a new sustainable program
- Proficiency in English and Serbian
- Strong analytical and writing skills
- Ability to work in a team, as well as independently
- Creative thinking and problem-solving skills

### RECRUITMENT PROCEDURE

Application deadline: 31 December 2018

Starting date: between 2<sup>nd</sup> part January-2<sup>nd</sup> part February 2019

To apply, please send a resume and cover letter to: [vacancy@microjustice4all.org](mailto:vacancy@microjustice4all.org) with “Legal Inclusion Mapping Coordinator Serbia” as the subject line. Please ensure your resume contains full contact details, including a telephone number.