

VACANCY

Position: Junior Research Assistant

Duty Station: Belgrade, Serbia

Starting Date: September 2018

Remuneration: to be determined in accordance with relevant work experience and delivered output



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

RESPONSABILITIES

The Junior Research Assistant will be responsible for conducting research and contributing to the mapping of legal inclusion in Serbia.

TASKS AND DUTIES

- *Conducting research into Legal Inclusion:* carrying out desk research, conducting surveys and interviews with identified target groups, filling out questionnaires, managing a database on the findings, analyzing and reporting the results of the research activities
- *Supporting MJ4-All in the Mapping of Legal Inclusion in Serbia:* drafting of analytical reports, ensuring quality of reports
- *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)
- Preferably relevant initial work experience with project management and research in the region
- Experience in conducting interviews and liaising with international organizations
- Familiarity with legal empowerment and legal services

SKILLS & ABILITIES

- Proficiency in Serbian and English
- Strong analytical and writing skills
- Flexibility
- Ability to work in a team, as well as independently
- Affinity to work with a start-up organization
- Creative thinking and problem-solving skills
- Self-motivated
- Sensible communicator

RECRUITMENT PROCEDURE

Application deadline: 29 June 2018

Interviews: 2 to 9 July 2018

Starting date: September 2018

To apply, please send a resume and cover letter to: vacancy@microjustice4all.org with “Junior Research Officer Serbia” as the subject line. Please ensure your resume contains full contact details, including a telephone number.