



Call for applications

Academic Collaborator

Project: "Stabilization of Peace in Colombia through Justice and Truth"

With funding from the German Federal Foreign Office (AA), the German-Colombian Peace Institute – CAPAZ, and the Centre for Studies of Latin American Criminal Law and Criminal Procedure (CEDPAL) belonging to the University of Göttingen will implement the project: "Stabilization of Peace in Colombia through Justice and Truth". Based within academia, the general objective for the project is to strengthen the Colombian Integrated System of Truth, Justice, Reparation and Non-Repetition.

Those interested are invited to submit their application as candidates for the following position:

Job description

Position	Academic Collaborator
Place	Bogotá D.C. – Colombia
Duration	16 months

Skills and competencies

- Undergraduate degree in Law;
- Master of Laws (preferably in areas such as International Humanitarian Law, International Criminal Law);
- Excellent command of Spanish (mother tongue or C1/C2 level) and English (C1 level). Good knowledge of German is desirable;
- At least 7 years of work experience in fields related to research management in academic projects or international cooperation in the field of law, especially in issues related to transitional justice or international humanitarian law;
- Excellent knowledge of the institutionality of the Integrated System of Truth, Justice, Reparation and Non-Repetition (SIVJRNR), particularly of institutions such as the Special Jurisdiction for Peace (JEP) and the Commission for the Clarification of the Truth (CEV), and of government institutions and local organizations that work for the rights of victims of the conflict. Experience in projects or activities with this type of institutions is valued;
- Experience in the design, formulation, monitoring and financial management of academic and research projects;
- Outstanding skills in writing administrative and financial reports, emails, and official communications in Spanish and English;
- Experience in the organisation of academic and research events (seminars, calls, conferences, network management, etc.);



- Good knowledge in the use of Microsoft Office;
- Ability to interact with high-level individuals from a wide range of organizations;
- Good interpersonal relationships and intercultural skills for effective coordination of working relationships with academic and research teams (networking);
- Confidentiality, integrity and professionalism in the execution of duties and personal behaviour;
- Ability to perform multiple tasks at the same time and ability to work under pressure in order to meet deadlines;
- Ability to express ideas and concepts clearly and concisely, in written and oral form.

Responsibilities

- To coordinate the "Stabilization of Peace in Colombia through Justice and Truth" project;
- Exercise inter-institutional coordination between the CAPAZ Institute, CEDPAL, Justus Liebig University Giessen, the Special Jurisdiction for Peace (JEP), and the Commission for the Clarification of the Truth (CEV), in order to meet project objectives;
- To provide administrative and financial monitoring of the project, especially with regard to the presentation of financial reports to the institutions involved in the financing of the project;
- Design and implement the project (organization of thematic workshops, definition of terms of reference for pilot studies and research, structuring of training and dissemination activities, etc.);
- Support public relations and project promotion activities, as well as academic and scientific cooperation activities carried out by the CAPAZ Institute for this purpose;
- Support the realization of academic activities that contribute to the project;
- Possibility of starting a doctorate in the thematic area of the call (optional).

Documentation required

- Resume - Curriculum Vitae;
- Letter of motivation;
- Copy of diplomas, work certificates and language certificates. It is not necessary to deliver legalized, apostilled or translated documents at the time of application. However, the CAPAZ Institute may require the selected candidate to present the corresponding legalizations, apostilles and translations;
- Two (2) job reference letters providing information on the applicant's performance in some of the positions held;
- Copy of certificates (diplomas, higher education, work experience and languages).



Note: Requested documents must be submitted as one (1) single file in digital format (.pdf) to: convocatorias@instituto-capaz.org **no later than Tuesday, August 13, 2019.**

Applications that do not meet the criteria for certifying the required skills and competencies will not be considered. Please refrain from sending incomplete information.

Concerns about the call may be resolved only via institutional email: convocatorias@instituto-capaz.org Please refrain from writing to any other CAPAZ institutional email account for these purposes.