

AIDA Legal Assistant



JOB TITLE

AIDA Legal Assistant (intern)

REPORTS TO

Senior AIDA Coordinator
Head of Legal and Policy Research

DURATION

6 months, subject to possibility of renewal

JOB PURPOSE

The [Asylum Information Database \(AIDA\)](#) is a database managed by the European Council on Refugees and Exiles (ECRE), containing information on asylum procedures, reception conditions, detention and content of international protection across 20 countries. This includes 17 European Union (EU) Member States (Austria, Belgium, Bulgaria, Cyprus, Germany, Spain, France, Greece, Croatia, Hungary, Ireland, Italy, Malta, Netherlands, Poland, Sweden, United Kingdom) and 3 non-EU countries (Switzerland, Serbia, Turkey).

The overall goal of the database is to contribute to the improvement of asylum policies and practices in Europe and the situation of asylum seekers by providing all relevant actors with appropriate tools and information to support their advocacy and litigation efforts, both at the national and European level. These objectives are carried out by AIDA through the following activities:

- a. Country reports
- b. Comparative reports
- c. Comparator
- d. Fact-finding visits
- e. Legal briefings

The AIDA Legal Assistant will support the Senior AIDA Coordinator in the aforementioned activities and other tasks related to the management and development of the database, as well as providing any other support to the Legal and Policy Research Team as needed.

PLACE IN THE ORGANISATION

Team: Legal and Policy Research Team

Reports to: Senior AIDA Coordinator; Head of Legal and Policy Research

Coordinates with: other ECRE staff

RELATIONSHIPS – INTERNAL

Legal and Policy Research Team

Communications Team

Legal Support and Litigation Team

RELATIONSHIPS – EXTERNAL

AIDA Experts (ECRE member organisations and other relevant partners)

EU institutions and agencies, Member State authorities

KEY RESPONSIBILITIES

1. Contribute to the editing and reviewing of country reports in coordination with AIDA experts, including uploading content on the AIDA website;
2. Assist the Senior AIDA Coordinator in researching and drafting comparative reports and legal briefings;
3. Draft and upload relevant news articles on the AIDA website, in coordination with the Senior AIDA Coordinator;
4. Undertake the annual update of the Comparator on the AIDA website;
5. Support the organisation and coordination of meetings of AIDA experts and other relevant events;
6. Assist in legal research on specific topics in the field of international refugee law and the EU asylum *acquis* in support of ongoing comparative research, as agreed with the Head of Legal and Policy Research and the Senior AIDA Coordinator;
7. Draft news articles for the ECRE Weekly Bulletin, in coordination with the Communications team;
8. Assist in the running of internal ECRE meetings, including minute-taking;
9. Supporting and mobilising ECRE membership through AIDA, including through support in collective activities and information sharing
10. Assist with administrative / miscellaneous tasks as agreed with the Senior AIDA Coordinator and the Head of Legal and Policy Research.

PERSON SPECIFICATION

Education

Required: University degree in law;

Preferred: Postgraduate degree in law, political science or other related field;

Preferred: Proven knowledge of international and EU asylum and human rights law;

Experience & Skills

Preferred: Good knowledge of EU institutions;

Preferred: Proven research skills, including experience in comparative research;

Languages

Required: Excellent written and spoken English;

Preferred: Fluency in other European languages;

Essential Abilities & Personal Qualities

Required: Excellent writing and legal drafting skills

Required: Attention to detail

Required: Ability to work independently and as part of a team

Required: Ability to meet short deadlines and work under pressure

TERMS AND CONDITIONS

1. Paid internship for 6 months (Belgian Contract – “Contrat belge d’immersion professionnelle”), subject to possibility of renewal:
 - Salary 900€
 - Lunch checks of 8€ per working day, minus employee’s own contribution of 1.09€ per working day
2. The AIDA Legal Assistant will be entitled to 20 days annual leave if he or she has worked for the entire previous year in Belgium. If service during the previous year in Belgium is less than the full year, annual leave will be calculated pro rata. ECRE also provides half a day of leave per month, calculated on the duration of the contract. These days can be cumulated.

EQUAL OPPORTUNITY

ECRE aims to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement, which is not demonstrably justifiable.

APPLICATION

Please send a copy of your curriculum vitae and a 1-page cover letter to Mr Minos Mouzourakis (mmouzourakis@ecre.org) via email, stating “Application AIDA Legal Assistant” in the subject heading.

Deadline for applications: **29 September 2017**