



Tetra Tech, (<http://www.tetratech.com/intdev>), a US-based international development firm is implementing the USAID/Kosovo-funded project “Kosovo Property Rights Program (PRP).” The purpose of the Property Rights Program is to improve the property rights regime in Kosovo, strengthen the rule of law, and increase economic growth and investment. PRP is implementing four objectives: (1) better coordination and setting of policy priorities in the area of property rights in close cooperation with the relevant stakeholders; (2) improved court processes related to property claims; (3) enhanced ability for women to exercise their property rights in practice; and (4) greater access to information and understanding of property rights. PRP supports USAID Forward implementation and Local Solutions by the building capacity of Government of Kosovo counterparts, Civil Society Organizations (CSOs) and project staff to promote aid effectiveness and sustainability across all project objectives.

Tetra Tech is seeking to recruit qualified candidates for the following position:

Court Legal Associates

Job summary:

The Property Rights Program (PRP) is accepting applications for Court Legal Associates to assist civil judges among the program’s four pilot courts (Ferizaj / Urosevac Basic Court, Gjilan / Gnjilane Basic Court, Peja/Pec Basic Court, and the Branch Court of Shtërpçë/Štrpce) to implement recommendations with respect to improved caseflow management practices. These recommendations and the assistance to judges through these Court Legal Associates are expected to promote sustainable improvement in the adjudication of property rights cases.

Court Legal Associates will report to PRP staff members and will be working in one of the Basic or Branch Courts noted above. Candidates from these regions are preferred.

Applicants may indicate a preference for a particular pilot Court. PRP, however, will make the final decision on the Court to which the Court Legal Associate will be assigned.

In selecting Court Legal Associates and making assignments, PRP will give consideration to the language skills required to carry out the work effectively.

From the applications received, PRP will make an initial selection of candidates to be interviewed and will discuss with the candidates in detail the specific assignments and duties to be performed. The candidates will also meet the PRP staff that will be supervising them.

This position is full-time. The candidates selected will work for a maximum period of twelve (12) months, with an expected start date of on/about April 2017. Extension of assignment beyond the initial twelve (12) month period is possible.

The Court Legal Associates will:

- Attend court sessions to hear oral arguments and/or record necessary case information;
- Communicate with the Case Management Office regarding case management or procedural requirements;
- Confer with judges concerning legal questions, the preparation of documents, or granting of orders;
- Draft or proofread judicial opinions, decisions, judgments, or citations;
- Keep abreast of changes in the law and inform judges when cases are affected by such changes;
- Prepare briefs, legal memoranda, or statements of issues involved with cases, including appropriate suggestions or recommendations;
- Research laws, court decisions, documents, opinions, briefs, or other information related to cases before the court;
- Maintain constructive working relations with court judges and staff; and
- Treat citizens with courtesy and respect.

Required skills competencies and abilities:

- Completed university degree in **Law**. (Master’s degree in **Law** is preferred, but not required.)
- Certificate of successful completion of the Bar Exam.
- Excellent ability and responsiveness in understanding and articulating both in spoken and written forms on complex legal subjects;
- Strong analytical skills;

- Strong communication and interpersonal skills;
- Strong proficiency in Albanian or Serbian, Proficiency in English is preferable but not required;
- Motivation to work in high-demand court environments directly with judges;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.
- Ability to take direction and to accept tasks and assignments from Technical Team members, and to maintain responsible, ethical, and professional behavior at all times.

Interested and qualified candidates should email their current curriculum vitae (CV), 3 references, and a brief cover letter explaining why they are qualified for the position to Email: info@prpkos.com. Subject of the email should include “Kosovo PRP” and the **name of the position applying for**. Short-listed candidates will be contacted for an interview. Selected candidates will be hired as soon as they are available. Compensation will be commensurate with relevant experience.

Application for advertised positions requires Kosovo Citizenship or permanent residency.

Tetra Tech is committed to diversity and gender equality in all of its operations. We encourage applications from women and underrepresented groups. Tetra Tech is proud to be an Affirmative Action/Equal Opportunity Employer.

Deadline for submission of applications: Tuesday, March 21, 2017.