

The International Nuremberg Principles Academy (Nuremberg Academy) is a foundation dedicated to the advancement of international criminal law and related human rights. It is located in Nuremberg, the place of the first international trial before the International Military Tribunal. Conscious of this historic heritage, its main fields of activity include providing a forum for dialogue by convening international conferences and expert meetings, conducting interdisciplinary and applied research, engaging in specialised capacity building for practitioners of international criminal law and human rights education. The Nuremberg Academy upholds the Nuremberg Principles and the rule of law with a vision of sustainable peace through justice, furthering knowledge and building capacities of those involved in the judicial process in relation to core international crimes. The Nuremberg Academy was established by the Federal Republic of Germany, the Free State of Bavaria and the City of Nuremberg.

The Academy is now seeking to recruit two

### **Project Officers**

available to start working in Nuremberg, Germany in the fourth quarter of 2024.

### **Duties and Responsibilities**

The Project Officers will be responsible, *inter alia*, for the following tasks:

- Conduct research, compile literature reviews and mappings
- Engage in project work, ranging from design to implementation stage
- Write and edit project documents, research briefs and reports
- Liaise with project partners, experts and event participants
- Organise conferences, workshops and events, both on-site activities and hybrid formats
- Organise trainings in international criminal law and capacity building activities
- Carry out various project-related and administrative tasks and support the Admin and Public Relations departments
- Carry out other activities of the Academy as requested by the Director and/or Deputy Director

### **Qualifications and Eligibility Criteria**

- Education: Postgraduate degree in law, international relations, social sciences or political sciences, with relevant specialisations
- Experience: A minimum of two years of experience in project work in international criminal courts/international organisations/government/non-profit sector or in research at an academic or research institution or non-governmental organisation
- Demonstrated knowledge of international criminal law
- Excellent research as well as writing and editing skills (please include a list of publications in your CV)
- Excellent analytical skills, critical thinking and initiative
- Excellent communication skills, interpersonal and intercultural skills, strong teamwork skills and ability to work independently

- Strong project coordination and organisational skills, proven ability to prioritise and attention to detail
- Strong computer skills (in particular Microsoft Office applications), proven experience in the use of digital conferencing software (i.e. Zoom, MS Teams or similar)
- Languages: Excellent written and spoken professional proficiency in English and French is required; for one Project Officer position the ability to work in German is required

### **Contract Details**

The Academy promotes equality of opportunity. We offer a contract for two years for a full-time position at salary level E 11 (initial gross annual salary between approx. 48,000 € and approx. 53,000 € depending on relevant previous experience) of the Collective Agreement applicable to the German Public Service (TVöD Bund), 30 days of paid leave and reimbursement of moving costs to Nuremberg at the beginning of the contract. The contract will include a six-month probationary period. We offer a work environment in a highly motivated, international and interdisciplinary team.

For further information please visit our website [www.nurembergacademy.org](http://www.nurembergacademy.org) or contact [admin@nurembergacademy.org](mailto:admin@nurembergacademy.org)

### **Application Process**

**To apply, please send your application including cover letter, CV and three referees, ideally in one PDF document, via email with the subject line “Application for Project Officer position\_YourLastname” to [admin@nurembergacademy.org](mailto:admin@nurembergacademy.org) by 20 September 2024.**

References will be sought directly from the referees at any stage of the selection process.