

Legislation Coordinator

CONTEXT

The International Co-operative Alliance (ICA) is an independent, non-governmental organisation established in 1895 to unite, represent and serve cooperatives worldwide. It provides a global voice and forum for knowledge, expertise and coordinated action for and about cooperatives. The ICA's members are international and national cooperative organisations across 100 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, the ICA gives a voice to over one billion of the world's citizens. More information is available at: www.ica.coop

Against the background of cooperative enterprises enabling people around the world to become protagonists of their own social and economic development, the ICA-EU Development Partnership 'Cooperatives in Development – People-centred businesses in action' works on promoting the cooperative business model in global and regional development policies, strengthening cooperative organisations as viable actors in development processes in their own rights. The ICA-EU Development Partnership is led by the ICA global office, in coordination with the four regional offices for Europe, Africa, Americas, and Asia-Pacific.

PRINCIPAL ROLES AND RESPONSABILITIES

The Legislation Coordinator will be responsible for supporting an enabling environment for cooperative development. This includes the enhancement of national cooperative legal frameworks, the promotion of cooperative principles and the implementation of a general favourable enabling environment for cooperatives to flourish at the national level. S/he will work under the conditions set by the ICA-EU partnership.

- Provide advisory services to members, including responding to emergency requests from members to draft targeted written letters and communications when legislation impacting on cooperatives is discussed nationally
- Provide legislation support an enhancement based on the mapping to be implemented in the ICA-EU partnership.
- Gradually establish a wide-ranging analytical framework on legal factors impacting cooperatives
- Prepare analytical studies in specific fields based on comparative data (eg in taxation, reserves etc.)
- Create a network of cooperative legislation experts
- Staff the cooperative law committee of the ICA
- Establish an early warning system to be aware of where national legislation amendments and reforms are planned
- Train staff in the ICA network (ICA bodies and members) on the legal framework for cooperatives
- Check the compatibility of national cooperative laws with the ICA Statement on the Cooperative Identity

PERSON SPECIFICATIONS

Essential

- University degree in law
- Knowledge of cooperative legislation at the national and international level
- At least 3 years of professional experience directly related to cooperative legislation
- Good command of English
- Attentive to details and able to prioritize work
- Ability to work in a multi-cultural team
- Demonstrate commitment to the cooperative values and principles

Desirable

- Knowledge of other languages, particularly French or Spanish

TERMS AND CONDITIONS

Starting date is as soon as possible.

Located at the Cooperative House Europe (Avenue Milcamps, 1030 Brussels, Belgium).

APPLICATIONS:

Interested candidates are asked to apply by submitting the filled in **application form** below and a **detailed CV** to Recruitment@ica.coop. Please mention in the email subject your name followed by 'Legislation Coordinator'.

Deadline for applications is the 15 September 2018 (23h59 CET).

Please note that due to large numbers of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. No phone calls please.

Interviews will take place at our offices in September/October 2018.

Application Form

Please fill-in the *application form* below, in Arial 9 (black ink), and send it back with a *detailed CV*.

PERSONAL DETAILS

First name(s):		Last name(s):	
Address:		E-mail:	
		Mobile:	

EDUCATION

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained	Dates

General, specialist and further training obtained, whether obtained formally or informally, which you feel to be relevant to the position.

Training, course, etc.

COMPETENCIES, KNOWLEDGE AND EXPERIENCE

Please explain how your (relevant) skills and experience match the specifications. In explaining your skills and experience, please use relevant personal examples to support your case (max 1/2 page).

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MOTIVATION FOR APPLICATION

Please explain why you are applying for this position

If offered the position, when could you take it up?
