

The **Oxford** Law and Policy Fellowship

Supporting policy-makers, launching careers.

Posting Description

The pilot of the Fellowship programme will consist of three to seven posts. Recruitment for each posting is driven by specific demand articulated by host Governments, which provide specific Terms of Reference for each Fellow.

The below posting description reflects a variety of requests received from different host Government ministries.

Responsibilities

Fellows will be asked to perform a variety of tasks while in their post, some technical, some administrative. Examples of the types of work expected of the Fellow include:

- Coordinating and supporting various specialist consultants that may be providing advice to the Ministry;
- Analysing complex contracts;
- Contributing to procurement processes and contract management;
- Drafting contracts, memoranda of understanding and regulations;
- Providing inputs to drafting Public Private Partnership (PPP) policy;¹
- Conducting legal research and analysis of current PPP legal frameworks, particularly for infrastructure projects ;
- Facilitating capacity building in areas requested by the Ministry: from providing training on the Common Law system to seminars on key issues around PPPs;
- Assisting in the review, assessment and approval of PPP projects;
- Knowledge of and ability to conduct research on Intellectual Property Law, consumer protection law, value chain supply agreements, international business law and international trade law;
- Strong understanding of private international law and international arbitration for complex commercial transactions.

¹ Given the increasing prominence of PPPs as a vehicle to fund development projects across Sub-Saharan Africa, there has been an expressed demand from more than one participating government for Fellows with experience and knowledge in this area.

Qualifications and experience

Governments have a broad range of demands, and so we are looking for a range of profiles to best fit each Fellowship posting. Below is a general guideline of the qualifications and experience required for an Oxford Law and Policy Fellow:

- Undergraduate or graduate qualification in law, or otherwise a qualified lawyer;
- Master's degree in other relevant discipline (international development, political science, international relations or related field) desirable;
- Experience in commercial law and/or private international law practice desirable;
- Demonstrable experience with legal analysis and drafting;
- Previous experience working in public policy and capacity building desirable;
- Strong interpersonal and team working skills. Ability to work closely with local counterparts and develop good relationships in an international and multi-cultural setting;
- Ability to work independently and proactively;
- Experience in developing countries and/or transitional economies desirable;
- Demonstrated understanding (either from previous work experience or study) of key issues in international development, including an understanding of aid.
- Excellent research, IT and coordination skills.
- Fluency in a language other than English is a plus. For some postings, an Advanced level of French is required. For these postings, an understanding of French civil law is also desirable.

Accountabilities & Remuneration

In all cases, the Fellow will be accountable to their host Government Ministry and their line manager in Government.

Inclusive of contributions from host Ministries, Fellows will receive a total salary of £26,000 a year, plus a housing allowance and one return airfare.