International Law Association
Director of Studies (DOS)
Call for Candidates
1 March 2024

BACKGROUND

The International Law Association (ILA) was founded in Brussels in 1873 and is an Association for the study, clarification and development of public and private international law and the furtherance of international understanding and respect for international law.

The ILA has been a registered Charity in England & Wales (249637) since October 1966 and enjoys consultative status as an international non-governmental organisation with several United Nations organisations, a number of its specialised agencies and other international bodies.

The objectives of the ILA are the study, clarification and development of international law, and it operates through its network of branches and international committees and study groups that work on specific areas of international law. The Association also organises a biennial international law conference to highlight and discuss the substantive work undertaken by the Committees.

There are currently 19 ILA Committees covering topics as diverse as Business and Human Rights, Global Health Law, International Monetary Law, the Protection of People Sea and International Tax Law. In addition, there is 1 Study Group focusing on the International Law of Regional Organisations. Further information on all ILA Committees and Study Groups is available at https://www.ila-hq.org/en_GB/committees

Further general information about the ILA is available at https://www.ila-hq.org/en_GB

DIRECTOR OF STUDIES (DOS)

The Director of Studies (DOS) is an Officer of the ILA playing a vital role in the realisation of the objectives of the Association through their work co-ordinating and managing all aspects of the Committees and Study Groups, in addition to being a member of the Management Committee (MC) and acting as Trustee of the Charity. This senior position is voluntary, but necessary travel and other expenses will be covered by agreement.

Officers of the Association are elected by the ILA Executive Council (EC) for a period of four years unless an affirmative vote by a two-thirds majority at an EC meeting terminates their period of office earlier. They can serve a maximum of three terms.

The current DOS will step down upon the conclusion of the 81st Biennial International Law Conference in Athens, Greece on 28th June 2024. The ILA EC is, therefore, seeking a replacement and has appointed a Selection Committee (the Committee) to conduct the process.

THE ROLE

The main responsibilities of the DOS are, but are not limited to, the following:

(i) Organise and monitor the work of the ILA Committees and Study Groups within the ILA Committee and Study Group Guidelines, relevant timeframes for Committee and Study Group mandates and Biennial International Law Conferences;

(ii) Receive proposals for new Committees and Study Groups, to discuss and develop the proposed mandate with the initiators and the MC before submitting the final proposal to the EC for approval and establishment of the Committee or Study Group;

(iii) Liaise with Committee and Study Group Chairs regarding the renewal of their mandates, changes to Officers and any other issues that may arise during the Committee's work;

(iv) Maintain, with the assistance of the ILA Headquarters (HQ), regular contact with Committee and Study Group Chairs to monitor the work of the Committees and Study Groups;

(v) Act as a point of contact for ILA HQ to resolve any issues with Committee and Study Group nominations within the relevant timeframes and in advance of EC meetings (May & November);

(vi) Draft and submit a written report and present this to ILA EC at their meetings (May & November);

(vii) Ensure that the work of the Committees and Study Groups is reported and discussed at the Biennial International Law Conference;

(viii) With the assistance of ILA HQ, collaborate with the Host Branch organising the Biennial International Law Conference to ensure that the programme includes all Committees and Study Groups that intend to meet and that the programme schedule and format permits a thorough discussion of the Committee and Study Group Reports and any proposed Resolutions;

(ix) Establish and co-ordinate the Steering Committee to provide feedback to the relevant Committees and Study Groups on their Reports and Resolutions in a timely manner in advance of, and during, the Biennial International Law Conference;

(x) Liaise with the Reporter Co-ordinator and ILA HQ on the reporting of the open Committee and Study Group sessions in advance of, and during, the Biennial International Law Conference;

(xi) With the assistance of ILA HQ, ensure that the outcomes of the Biennial International Law Conference are duly recorded and publicised in the Conference Report and on the ILA website; Work with ILA colleagues and other networks more broadly to further disseminate the outcomes;

(xii) Contribute to the ongoing ILA strategic planning process where appropriate;

(xiii) Be able to participate and attend MC or EC meetings (usually held online and or hybrid form in London once/year) and attend the Biennial International Law Conferences in person (usually held every two years in different locations);

(xiv) Monitor events in the international community and propose new work for the ILA in consultation with the MC, EC and ILA HQ.

In the performance of these tasks, the DOS works with the ILA Executive Chair and ILA HQ who undertake the majority of the administrative work, including the general communications to Committees and Study Groups, the preparation of the Conference Report, the administration of the membership of the Committees and Study Groups, and scheduling of the programme of the biennial conferences.

SELECTION CRITERIA

The ILA seeks a senior academic or practitioner with an established and internationally recognised reputation for this senior leadership role.

The ideal candidate will have the following -

Essential

(a) Appropriate postgraduate qualifications in public or private international law;

(b) A minimum of 10 years' experience in a senior academic or other senior legal role in the field of public or private international law;

(c) An established and internationally recognised reputation for legal scholarship;

(d) Demonstrated leadership experience, preferably in international law;

(e) Excellent written and verbal communication and diplomacy skills in a culturally diverse environment;

(f) High awareness of Diversity, Equality and Inclusion issues and practice;

(g) Fluency in English and excellent working knowledge of French (or vice versa).

Desirable

(h) ILA member;

(i) Knowledge or experience of an ILA Committee or Study Group, National Branch or Biennial International Law Conference.

Please note that if you are not currently an ILA member and you are selected for the role, it will be a requirement that you join your National Branch or Headquarters (in the event that there is no National Branch in your jurisdiction) prior to taking up the post.

APPLICATION PROCESS

The ILA EC has appointed a Selection Committee (the Committee) to manage the selection and appointment process for the next DOS. The Committee is chaired by Professor Antonios Tzanakopoulos (ILA Secretary General).

The Committee aims to select candidates according to the calendar set out below, using the information submitted as part of the application process. The Committee reserves the right to seek further information on, or to verify information already received from, the candidate at any stage during the selection process.

Calendar for the selection of ILA Director of Studies (DOS)

Issue Call for Candidates	1 March 2024
Deadline for Submission Applications	27 March 2024
Short List Candidates for Interview	22 April 2024
Interviews (Online)	3 May 2024
Recommendation Successful Candidate to ILA EC	11 May 2024
Inform Successful Candidate EC Approval (& next steps)	13 May 2024
Attendance 81st Biennial International Law Conference	24 – 28 June 2024
Appointment and assume duties as DOS	28 June 2024

Candidates are requested to complete the application form below and submit this together with the following documents in English or French:

1) A full curriculum vitae;

2) A brief statement (maximum 2 pages – double spaced) setting out their interest and reasons for applying for the role, as well as any ideas they may have to develop the role in future;

3) Contact details for two referees. Please ensure that they have been informed of your intention to apply for the role and that they are willing to discuss your suitability for the same with the Committee.

APPLICATIONS
Applications for the role of ILA DOS must be received no later than **Wednesday 27th March 2024 (17:00 Hrs London).**

Applicants should complete the application form below and return this, together with the relevant supporting documentation, to the ILA Chief Operations Officer, Claire Martin, via info@ila-hq.org

The Committee will announce the decision by **Monday 13th May 2024** and successful applicants will be informed immediately. The decision of the Committee and EC is final and no correspondence will be entered into.

If you require any information or clarification, please contact info@ila-hq.org

International Law Association
1 March 2024

APPLICATION FORM

This form should be completed and returned, together with relevant supporting documentation, to info@ila-hq.org no later than **Wednesday 27th March 2024 (17:00 Hrs London).**

Name:

Address:

Email:

Telephone:

Country of nationality:

Country of residence:

I confirm that I have read and familiarised myself with the ILA Policy on Diversity, Equality and Inclusion. A copy is available online at https://www.ila-hq.org/en_GB/policies-and-guidelines

Signature of Applicant:

Date:

Please ensure that you include the following supporting documentation with the completed application form:

1) A full curriculum vitae;

2) A brief statement (maximum 2 pages – double spaced) setting out your interest and reasons in applying for the role as well as any ideas you may have to develop the role in future;

3) Provided contact details for two referees below. Please ensure that they have been informed of your intention to apply for the role, have received information about the role and that they are willing to discuss your suitability for the same with a member of the Committee.

In the event that you do not provide any/ all of the supporting documentation as set out above, the application will be treated as incomplete and will not be further considered by the Committee.

Contact Details - Referees

Please provide contact details for two referees who would be willing to be contacted by the Committee in connection with your application for the position of ILA Director of Studies (DOS).

Name of Applicant:

REFEREE 1

Name:	
Address:	
Email:	
Phone number:	
Relationship to Applicant:	

REFEREE 2

Name:	
Address:	
Email:	
Phone number:	
Relationship to Applicant:	

International Law Association
1 March 2024
END