

22/03/2012

Job Title : SENIOR LEGAL OFFICER, P5
Department/ Office : Office of Legal Affairs
Location : NEW YORK
Posting Period : 27 January 2012-27 March 2012
Job Opening number : 12-LEG-OLA-22393-R-NEW YORK (R)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

The position advertised is located in the General Legal Division (GLD) in the Office of Legal Affairs (OLA). The incumbent reports to the Director of Division and/or the Principal Legal Officers.

Responsibilities

Within limits of delegated authority, the Senior Legal Officer may be responsible for the following duties: **MANAGEMENT AND SUPERVISORY**. Supervise junior attorneys and provide guidance on their work. Guide teams of attorneys engaged in major legal projects. Assist the Director, Deputy Director, or Principal Legal Officer of GLD, as appropriate, in the management of the Office as directed. **ADMINISTRATION AND MANAGEMENT**. Provide legal advice on the interpretation and application of the United Nations (UN) Staff Regulations and Rules and of resolutions and decisions of the governing bodies of the Organization, in particular its separately funded Funds and Programmes such as United Nations Development Programme (UNDP), United Nations Children Fund (UNICEF), United Nations High Commissioner for Refugees (UNI-ICR), United Nations Population Fund (UNFPA), etc., relating to administrative and personnel matters. **PEACEKEEPING OPERATIONS SUPPORT**. Provide legal advice, in consultation with the Office of the Legal Counsel (OLC) as appropriate, on issues relating to institutional structures, special policies, regulations and rules of peacekeeping and similar operations, and on, appropriate operational modalities for, and on, operational issues arising from peacekeeping and similar operations. Provide legal advice concerning the negotiation and settlement of claims by contributing States for loss of, or damage to, contingent-owned equipment, and compensation in case of death or disability of contingent members. **CONTRACTS/PROCUREMENT**. Provide legal advice on contracts and procurement issues, including the development, implementation and interpretation of regulations and rules, and the review of bidding documents for the procurement of goods and services by the Organization and in particular its separately funded Funds and Programmes. Prepare and update standard forms of contracts for use by the Organization, in particular its separately funded Funds and Programmes. Review, prepare and negotiate substantial or complex commercial agreements and contracts for the Organization

and in particular its separately funded Funds and Programmes. Provide legal advice concerning cooperation between the UN and other organizations of the UN system on procurement matters. INSTITUTIONS SUPPORT. Provide legal advice on the status and mandate of UN subsidiary bodies including the separately funded Funds and Programmes, as well as on institutional and operational modalities for activities of the Organization and these Funds and Programmes in the economic, social and humanitarian fields. Negotiate and draft, in consultation with Office of Legal Counsel standard basic assistance and cooperation agreements for the activities of the Organization and its separately funded Funds and Programmes in the economic, social and humanitarian fields, as well as agreements for specific programmes and projects, financing agreements with Governments, inter-governmental or non governmental organizations, or private sector entities. Provide legal advice to the UN Secretariat and to UN Funds and Programmes on modalities for fund-raising and partnerships with the private sector. Provide legal advice on the use/misuse of the name, emblem and flag of the UN and its separately funded Funds and Programmes. CLAIMS AND DISPUTE SETTLEMENT. Assist in the negotiation and settlement and, where necessary, the adjudication of claims and disputes arising from activities of the Organization, in particular its Funds and Programmes, or commercial claims and disputes arising from UN contracts. Represent the Secretary-General before the United Nations Administrative Tribunal. SECRETARIAT AND REPRESENTATIONAL FUNCTIONS. Participate in various standing committees of the Organization such as: Headquarters Property Survey Board, Headquarters Property Survey Board for Contingent Owned Equipment, Headquarters Contracts Committee, Exhibits Committee, Claims Board, Visa Committee, Staff Management Coordination Committee, Board of Examiners in the Legal Discipline. Represent GLD in various ad-hoc inter-departmental committees, working groups and task forces. Present papers and participate in conferences and training courses of senior officials sponsored by UN organs, governments, international organizations or societies on legal issues within the competence of GLD.

Competencies

Professionalism: In-depth theoretical knowledge of, and extensive experience in the practical application of international law, including international commercial matters and/or the law of international organizations. Excellent analytical, negotiating and drafting skills, including ability to deliver final drafts of legal opinions on complex matters under pressure. Thorough knowledge of the UN system, organization and interrelationships. Ability to explain/defend complex issues and positions to senior officials. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Demonstrated ability to negotiate and draft legal texts clearly and precisely is required. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **Communications:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places

team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education

Advanced university degree in law (Master's degree or equivalent), preferably in public or private international law and/or the law of international organizations. A first level university degree with a relevant combination of academic qualifications and experience in the practice of law may be accepted in lieu of the advanced university degree. Admitted to the bar of a Member State of the Organization, or otherwise qualified to practice law is desirable.

Work Experience

Minimum of 10 years of progressively responsible professional legal experience in the practice of law either in the legal office of an international organization, or in a law firm or the legal office of a Government is required. Substantial experience in international commercial matters and/or the law of international organizations is required. Substantial experience is also required in supervising and guiding the work of more junior legal officers and in advising senior officials independently and at short notice. Proven track record in handling major legal projects and ability to advise senior officials independently are required.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is essential. Good working knowledge of French is desirable. Good working knowledge of another UN language is desirable.

Assessment Method

Competency-based Interview and/or other assessment method.

Special Notice

- Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.- Staff members of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.