


UNITED NATIONS		NATIONS UNIES
		Ref. No.: HRSS/15/08/1277

TEMPORARY JOB OPENING

P-3	Legal Officer		
TJO Grade Level	Functional Title		
Economic Commission for Africa/ Office of the Executive Secretary			
Department/Division/ Section			
Legal Affairs			
Occupational Group			
15 September – 28 September 2015			
Duration of Publication			
Service/Section:	Office of Secretary to the Commission	Duty Station:	Addis Ababa
Duration:	Six months	Open to Externals	Yes
Possibility of Extension:	Yes		

DUTIES AND RESPONSIBILITIES

This position is located in the Office of the Executive Secretary (OES) at the Economic Commission for Africa (ECA). The Legal Officer reports to the Secretary to the Commission.

Within limits of delegated authority, the Legal Officer would be responsible for the following duties:

- Handle a range of issues related to constitutional, international, public, private, administrative law, including the interpretation and application of constitutive, legislative and other instruments governing United Nations activities and operations, in consultation with senior Legal Officers.
- Conduct extensive legal research and analysis and prepare studies, briefs, reports and correspondence.
- Undertake extensive review of legal documents, instruments, or other material.
- Prepare or assist in the preparation of drafts of background papers, studies, reports, legislative texts and commentaries on those texts.
- Prepare or assist in the preparation of legal opinions/advice on a wide range of public international or private law issues, involving, inter alia, issues relating to the United Nations Charter. General Assembly resolutions, privileges and immunities, institutional questions, treaty law and practice, procedural issues arising during meetings of United Nations organs, constitutional and administrative law of the Organization.
- Prepare draft host country, conference and other agreements, and other legal texts and instruments required for the conduct of institutional or operational activities carried out by of the ECA,
- Service, or assist senior colleagues in servicing, conferences, commissions, committees, task forces, expert

groups and other bodies, including preparation of background materials, summaries of issues and views of delegations, meeting reports, etc.

- Prepares or assists in the preparation of agreements and contracts with governments, NGOs and other public and private entities, as well as in the negotiation and settlement of claims and disputes and in handling private international law and international trade law matters.
- Assists in representing the Organization before the UN Dispute Tribunal and the UN Appeals Tribunal and other tribunals or administrative proceedings, including disciplinary cases;
- Provides legal advice on human resources and administrative matters;
- Prepare or assist with the preparation of seminars and symposia, lecture on various legal issues at such events.
- Perform other duties as assigned.

COMPETENCIES

Professionalism: Knowledge of public international law, including the Charter of the United Nations and the law of privileges and immunities; Familiarity with the institutions and organization of the UN system; Analytical skills and ability to conduct legal research on a range of relatively complex and intricate issues; Proficiency in legal drafting and ability to draft clearly and well under time pressure; Ability to apply good legal judgment in the context of assignments given; Negotiating skills; 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: 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 the 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.

QUALIFICATIONS

Education:

Advanced university degree (Master's degree or equivalent) in law with emphasis in the area of public international law. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of five years of progressively responsible experience in law with emphasis in Public International Law is required. Experience in legal analysis, research and writing is required.

Language:

English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English is a requirement. Knowledge of French is desirable. Knowledge of other official UN languages is an advantage.

HOW TO APPLY

DOCUMENTS REQUIRED:

- Cover Letter
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Employment verification letter from most recent employer (for external applicants)
- Last two completed Performance Appraisal or two Reference Letters for external applicants
- Other:

ALL SUBMISSIONS TO BE SENT TO: RecruitmentPPost@uneca.org

Subject line: TJO, Legal Officer, (HRSS/15/08/1277)

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4/Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further “stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.

- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .