

**FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat****CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat**

UNFCCC Internal/External Vacancy Announcement**Service is limited to the UNFCCC Secretariat****INTERGOVERNMENTAL AND CONFERENCE AFFAIRS (ICA)****Intergovernmental and Legal Affairs (ILA) subprogramme**

VACANCY ANNOUNCEMENT NO. :	UNFCCC Internal/External VA 05/E004
PUBLICATION/TRANSMISSION DATE:	04 April 2005
DEADLINE FOR APPLICATION:	02 May 2005
TITLE AND GRADE:	Legal Officer, P-4
POST NUMBER:	ZRB-6010-P4-005
INDICATIVE NET ANNUAL SALARY:	US\$ 59,132 net salary (without dependents) US\$ 63,499 net salary (with dependents) plus applicable post adjustment
DURATION OF APPOINTMENT:	18 months, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY:	as soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Intergovernmental and Legal Affairs (ILA) subprogramme provides guidance on legal issues relating to the technical and analytical work of the secretariat and support to the work of constituted bodies of the Convention and of the Protocol. It also provides legal advice to the secretariat on its administrative and operational activities, implementation of the headquarters agreements, and privileges and immunities of staff. ILA liaises with the United Nations Office of Legal Affairs and with the legal offices of United Nations agencies and other international organizations.

Responsibilities

Under the guidance of the Senior Legal Adviser and the general guidance of the Coordinator of the Administrative Services, the incumbent will provide in-house legal counsel services on complex legal issues relating to administration and management, institutional support and operational activities of the secretariat, in particular:

1. Provide interpretations of legal instruments such as the headquarters agreement, memoranda of understanding, privileges and immunities of staff, administrative rules and regulations (staff, financial and procurement regulations and rules, administrative guidelines).

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2. Provide legal opinions or advice on diverse substantive and procedural questions of considerable complexity, relating to administration and management, procurement and contracts and other operational activities of the secretariat.
3. Draft complex contracts, agreements and other legal documents; prepare legal studies, briefs and reports; develop new legal modalities to meet the unique needs of the secretariat.
4. Conduct comprehensive legal research and prepare legal opinions on the delegation of authorities to the secretariat and within the secretariat.
5. Serve on and represent the Intergovernmental and Legal Affairs subprogramme and the secretariat in various standing boards (e.g. Contracts Committee, Property Survey Board, etc.), meetings, workshops and task forces.
6. Provide legal support and backstopping at meetings of the Conference of the Parties and the subsidiary bodies and prepare draft decisions and conclusions as appropriate.

Requirements

- Advanced university degree in international and comparative law or professional qualification in law with at least seven years of legal practice. Excellent legal qualifications and extensive knowledge of international, administrative and commercial law.
- At least seven years of progressively responsible professional legal experience including two to three years at international level, i.e. experience in the United Nations or in a UN common system organization, or with a major intergovernmental organization, providing legal advice on the application of rules, regulations and practices.
- Fluency in written and spoken English. Working knowledge of a second official language of the UN and German would be an asset.

Evaluation Criteria

Professionalism: Familiarity with and experience in the use of various research methodologies and sources. Ability to plan, develop, implement, monitor and evaluate major projects. Capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges. Ability to provide sound technical advice to managers.

Commitment to Continuous Learning: Willingness to keep abreast of and promote new developments in the appropriate professional field.

Communication: Ability to act as an effective spokesperson internally and externally.

Capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

Technological Awareness: Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork: Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization. Ability to gain the assistance and cooperation of others through the demonstration of leadership.

To apply:

Quoting Vacancy Announcement Number 05/E004, applicants are requested to complete and submit a United Nations Personal History form (P 11) to:

Chief, Human Resources Unit
Climate Change Secretariat (UNFCCC)
P.O. Box 260 124
D-53153 Bonn, Germany
Fax (49-228) 815-1999, email: vacancies@unfccc.int

Eligible interested United Nations staff should apply using an updated UN Personal History Form (P 11), as well as attaching a copy of their latest PAS or equivalent performance appraisal report.

Please note that only candidates under serious consideration will be contacted.