



## VACANCY ANNOUNCEMENT

**Legal Officer, P-3**  
Legal Affairs Division,  
Institutional & General Legal Services

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
26 May 2024 23:59 hrs CET	VA 24/032/LA	As soon as possible	2 years with possibility of extension	Bonn, Germany

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**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address climate change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The Legal Affairs Division of the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) in Bonn, Germany, provides legal and procedural advice and services to support (1) the intergovernmental negotiation process and the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (2) the administration and operations of the UNFCCC secretariat.

### **Where you will be working**

The Institutional and General Legal Services subdivision (IGL) within the Legal Affairs Division provides institutional and general legal services. The position is part of IGL subdivision within the Legal Affairs Division. The incumbent reports to the Legal Officer leading the IGL subdivision.

### **Your responsibilities**

The Legal Officer may be responsible for the following duties:

- Handles a range of issues related to constitutional, international, public, private, and administrative law, including the interpretation and application of constitutive, legislative and other instruments governing United Nations/UNFCCC secretariat activities and operations.
- Conducts extensive legal research and analysis and prepares studies, comparative studies, policies, briefs, reports and correspondence.
- Provides general legal advice to other divisions of the UNFCCC secretariat as well as counterparts.
- Prepares and assists in the preparation of legal opinions/advice on a wide range of international public and private law issues involving, *inter alia*, issues relating to privileges and immunities, institutional questions, treaty law and practice, administrative law of the UNFCCC secretariat/United Nations and intellectual property matters.
- Prepares or assists in the preparation of a variety of legal instruments, including memoranda of understanding/agreements with governments, NGOs, other public and private entities and commercial contractors, as well as in the negotiation and settlement of claims and disputes and in the handling of private international law matters.



- Provides legal advice on general and individual human resources matters.
- Provides guidance to junior staff.
- Performs other duties as required.

### **Competencies:**

**Being Accountable:** Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**Communicating with impact:** Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

**Being Responsive to Clients and Partners.** Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **Your qualifications**

#### **Educational Background:**

**Required:** An advanced university degree (Master's degree or equivalent degree) in law, with a specialization in international, administrative or commercial law is required. A first-level university degree, in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

**Required:** A minimum of five (5) years of progressively responsible experience in law, including legal analysis, research and writing. At least two years in an international environment, preferably in a United Nations common system organization or other intergovernmental organization, is desirable. Experience in providing direct legal advice to clients on operational matters and dealing with United Nations or other intergovernmental organization policies, procedures and operations and in commercial and/or contract law, is desirable. A license to practice law in a national jurisdiction would be an asset.



**Language skills:**

**Required:** Fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

**What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

**How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

**Please note:**

1. Service is limited to the UNFCCC secretariat.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Indicative net annual salary and allowances:  
US\$ 64,121  
(plus variable post adjustment, currently 41.2% of net salary),  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.