



TEMPORARY JOB OPENING

Legal Officer, P-4
Legal Affairs Division,

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
16 March 2025 23:59 hrs CET	25/TJO2/LA	As soon as possible	4 months with possibility of extension	Bonn, Germany

Publication date: 28 February 2025, Post number: 31058260 Funding: 32FRA/SB-019479

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.

Where you will be working

This position is part of the Policy Review Project located in the Legal Affairs Division (LA) of the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC). The incumbent reports to the Director of the Legal Affairs Division.

The Legal Affairs Division 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.

What you will be doing

Under the guidance of the Director of the Legal Affairs division and within delegated authority, the Legal Officer will lead the implementation of the secretariat's Policy Review Project, which seeks to achieve greater legal clarity regarding the institutional regulatory framework applicable to the UNFCCC secretariat and contribute to the establishment of uniform and coherent practice across the secretariat in matters pertaining to its administrative issuances and delegation of authority (DoA) framework. This involves reviewing existing and proposals for new administrative issuances, as well as contributing to the drafting and development thereof in coordination with internal stakeholders, to ensure they are fit for purpose, offer operational flexibility, and are in line with the structure of the UNFCCC secretariat, institutional linkage to the United Nations, and advice from the UN Office of Legal Affairs in this regard, as applicable. The Legal Officer will also continue the operationalization of the existing DoA and administrative issuances framework.

Your responsibilities

Tasks will include the following:

- Lead the review and development of new and existing administrative issuances in the secretariat identified as falling within the Policy Review Project, including those that are considered as priorities for the secretariat, ensuring alignment with organizational needs, the secretariat's institutional linkage to the United Nations, and advice from the UN Office of Legal Affairs, as applicable.
- Oversee the development of the Policies and Delegation of Authority (DoA) Portals, including the implementation of updates, development of relevant processes, and exploration of further



enhancements.

- Drive the ongoing implementation and refinement of the DoA framework, ensuring alignment with directives from the UN Secretariat.
- Support Policy Owners in delivering training and facilitating other communications on administrative issuances.
- Lead and supervise the Policy Review Project Team.
- In addition, provide support on legal and procedural matters related to the Convention, the Kyoto Protocol, and the Paris Agreement
- Performs any other job-related activity required to meet overall division as well as secretariat-wide mandates, goals and objectives.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Managerial Competencies:

Thinking Strategically and Building the Vision: Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive



change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

Your qualifications

Educational Background:

Required: Advanced University degree (Master's degree or equivalent) in law, with a specialization in international law. 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 seven (7) years of progressively responsible experience in law, including legal analysis, research and writing, is required. At least five years (5) in an international environment, preferably in a United Nations common system organization or other intergovernmental organization, is desirable. Additional experience in the drafting, development, and provision of advice on the implementation of policies in a United Nations common system organization or other intergovernmental organization, as well as providing substantive support to government or intergovernmental bodies, including subsidiary bodies thereof, is desirable.

Language skills:

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

Other:

Excellent drafting skills and the ability to translate complex legal issues into clear and easy to understand language.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will 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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
3. 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.



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4. Indicative net monthly salary and allowances:

US\$ 7,056

(plus variable post adjustment, currently 26.2% of net salary),
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC 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.
