



## VACANCY ANNOUNCEMENT

### **Legal Officer, P-4** Legal Affairs (LA) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 July 2018 23:59 hrs CET	VA 18/017/LA	As soon as possible	One and half year 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 historic 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 will you be working**

You will join the Legal Affairs (LA) Programme which is accountable for providing legal and procedural advice and services to support (1) the intergovernmental negotiation process, (2) the implementation of the Convention, the Kyoto Protocol and the Paris Agreement and (3) the administration and operations of the secretariat.

#### **What will you be doing**

Reporting directly to the Director of the LA programme, you will operate with a high level of operational independence for issuing legal advice and dealing client's legal issues. You will perform a high degree of specialized legal work and deal with complex and sensitive legal issues, and you will originate new policies or projects in a specific subject area or field of work of the sub-programme. Work involves specialist expertise that goes beyond established procedures or models. You will work with minimal supervision and be expected to pursue new areas of activities within a broad sub-programme framework combining credible capacity with independent responsibility for developing specific sub-programme initiatives and creates opportunities for developing new client relationships.

#### **Expected key results:**

Sound and timely legal and procedural advice and support are provided on the institutional and general administration and operations of the secretariat as well as for the implementation of the Convention, Kyoto Protocol, Paris Agreement and generally the conduct of the intergovernmental process.

#### **You will have the following responsibilities:**

In respect of all tasks and key results, you will contribute to determine strategy on approach to legal matters assigned to the institutional and general legal sub-programme, in particular with a view to develop a sound and authoritative secretariat's legislative, regulatory and contractual framework and recommend/implement solutions to any issues that may impact on the operations and liability of the secretariat and reputation of its Executive Secretary.

Legal Research



You will independently conduct legal research and analysis on complex questions of international public law, in particular in relation to issues within the scope of the operational and administrative activities and functions of the secretariat, including with risk assessments for the various actors and factors involved, and with a view to devising solutions to issues that are in the interest of the effective and efficient functioning of the secretariat and the UN in general; you will prepare, or coordinate when so required, the preparation of background papers, studies, reports, legal opinions and briefs regarding the institutional and general legal, procedural and policy framework of the United Nations and the secretariat.

#### Provision of legal advice

You will provide expert legal advice and support on substantive and procedural matters to the operational, administrative and institutional framework of the secretariat and the United Nations; prepare legal advice on liability exposure, risk mitigation, and solutions to disputes, complaints, issues and concerns raised by secretariat personnel, clients and other partners involved or participating in the operations and administration of the secretariat, including on administrative law matters, and by participating, when necessary, in negotiations and settlement of claims and disputes with public and private entities.

#### Legal drafting, review and finalization of documents

You will draft, review, negotiate and finalize a variety of different documents, such as commercial and procurement contracts, memoranda of understanding, financial contributions, partnership agreements, model agreements, secretariat policy documents, legislative and legal guides, intergovernmental draft decisions and conclusions, and various other legal texts and background documents, including by preparing commentaries on such texts/documents when required; develop sub-programme standard operating procedures, policy and other model documents, in particular with a view to streamline workflows, processes, the output of the sub-programme and work of various clients that, inside and outside the United Nations system, engage in the preparation of texts and documents governing the operation and administration of the secretariat.

#### Participation in meetings, tasks force etc.

You will prepare, conduct or participate in meetings, task force, judicial colloquia and other meetings for the purpose of sharing information, developing and taking initiatives, providing advice, and assisting the secretariat in better informing the deliberations of the Conference of the Parties or its subsidiary bodies regarding issues on the operations and administration of the secretariat, in particular its budget.

#### Other

You will keep abreast of any developments in regional and specialized international organizations regarding harmonization of their institutional and administrative framework, maintain a constant link between those bodies to ensure consistency with the policy and other documents/texts prepared by the secretariat and build productive partnerships with other Legal Offices across UN system; As assigned, supervise, coach and build capacity of other staff, and take responsibility for incorporating gender perspectives in all areas of work, to ensure equal participation of women and men. Perform any other tasks as assigned.

#### **What are we looking for**



### **Educational background**

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Required: Advanced level university degree in law, with specialization in international, administrative or private law. A first-level university degree in the above or similar fields like commercial, comparative or private international law in combination with three additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience**

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Required: At least seven years of progressively responsible professional experience in public international law and/or public administration.

Highly desirable: Substantial experience working in a major intergovernmental organization as well as in contractual/commercial law are highly desirable. Experience dealing with the United Nations policies, procedures and operations.

Asset: Additional experience in providing substantive support to government or intergovernmental bodies.

### **Language skills**

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Required: Fluency in spoken and written English.

Desired: Knowledge of other UN working languages.

### **Specific professional knowledge**

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Required: Expert knowledge in international public law and commercial law. Ability to produce reports and papers on complex and technical issues and to expertly review contracts and agreements, including on partnerships. Ability to apply United Nations rules, regulations, policies and guidelines in work situations.

Highly desirable: Experience working with databases and SharePoint.

### **Job related skills**

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Required: Very good organizational and planning skills, good drafting skills, excellent attention to detail and ability to work with minimal supervision.

### **What is the selection process**

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Communicating with impact, working with teams, being responsive to clients and partners, being accountable.



**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. Qualified women candidates and candidates from developing countries are especially encouraged to apply.
2. Service is limited to the UNFCCC Secretariat.
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.
4. Indicative net annual salary and allowances:  
US\$ 71,332 to US\$ 79,091  
(plus variable post adjustment, currently 35.5% of net salary),  
plus other UN benefits as indicated in the link below:

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

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