



## VACANCY ANNOUNCEMENT

### Legal Assistant, G-5 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 CET	VA 18/018/LA	As soon as possible	One and half year with possibility of extension	Bonn, Germany

Publication date: 13 June 2018, Post number: 30503738, Funding: 40FCA-16805

**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**

Your post will be located in the Legal Affairs 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.

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

Under the direct supervision of the Director of the Programme, you will be accountable for the following:

1. Registrar of all legal agreements and general legal advice:
  - Acting as registrar of all agreements and contracts cleared by the Legal Affairs Programme and concluded by the secretariat by handling the filing process of legal instruments and legal advice, preparing and reviewing draft legal instruments before they are transmitted to relevant legal officers for action, and preparing compare versions of repeat agreements;
  - Monitoring the Intranet workspace for legal instruments, including by liaising with client programmes;
  - Handling the clearance process of legal agreements;
  - Creating and maintaining files and databases, including by managing individual case files, maintaining and updating detailed 'docket sheets' and ensuring that all related correspondence and other documentation are appropriately filed, registered and followed-up.
2. Paralegal support:
  - Assisting in editing and conducting final checks for accuracy of a variety of specialized documentation, legal publications, and related correspondence;
  - Carrying out research for background documents and information for the institutional and general legal sub-programme;
  - Handling, with the assistance of legal officers when necessary, a variety of verbal and written



inquiries from internal or external clients, including with the aim of providing detailed information on legal and procedural processes and procedures related to a range of legal activities, instruments, issues, etc.;

- Conducting basic research on other assigned issues, using existing files and alternative sources (e.g., internet, intranet or other databases);
- Following up on impending legal actions and deadlines;
- Assisting in the maintenance of a body of reference files;
- Training client programmes on the process for the handling of legal agreements.

3. Administrative support:

- Monitoring the General Legal Counsel email account and follows-up on queries sent directly to that email account; Reviewing,
- Logging and routing incoming correspondence;
- Drafting responses to routine correspondence, notes, and any other routine communications, as required;
- Maintaining and generating a variety of standard and non-standard statistical and other reports from various databases, including statistics on produced legal instruments and general legal advice;
- Scheduling appointments and meetings with client programmes and is responsible for related logistics and administrative tasks;
- Providing information to auditors and other partners/stakeholders as requested and consulting with and coordinating activities, if any, with staff of other UN entities and officials from Governments, IGOs and NGOs on cluster-related matters;
- Performing a variety of administrative duties including assisting in the archiving of documents, requesting for office supplies and equipment, etc.;
- Performing other duties as assigned, providing additional assistance to the team as well as guidance and training to less experienced staff when necessary.

**What are we looking for**

**Educational background**

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Required: Completed secondary education.

Asset: Formal paralegal, secretarial or other related training.

**Experience**

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Required: At least five (5) years of progressively responsible experience in administrative services, paralegal/legal work, library work or related area.

Desired: Experience working in the UN, or another international organization, supporting legal officers.

**Language skills**

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Required: Fluent in written and spoken English.

Asset: Working knowledge of other United Nations languages.

**Specific professional knowledge**

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Required:	Good knowledge of office technology, such as MS office, especially Word, Excel, as well as experience with internet use and email.
Highly desirable:	Experience working with databases and SharePoint.

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### **Job related skills**

Required:	Very good organizational and planning skills; Good drafting skills; Excellent attention to detail; and Ability to work with minimal supervision.
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### **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 accountable, being responsive to clients and partners.

### **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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. Non-local candidates will be considered only when no suitable candidate from the duty station is identified. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
  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 monthly salary: Euro 37,167 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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