



**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)**  
**Legal Affairs**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>UNFCCC Internal/External VA 06/E009</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>19 April 2006</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>31 May 2006</b>
<b>TITLE AND GRADE:</b>	<b>Senior Legal Advisor, P-5</b>
<b>POST NUMBER:</b>	<b>FCA-2942-P5-001</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>76,148 (with dependents)</b> <b>70,742 (without dependents), plus applicable</b> <b>post adjustment, UN benefits and pension</b> <b>fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One year and a half, with possibility of</b> <b>extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY:</b>	<b>as soon as possible</b>

**Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties and its constituted bodies. Further details can be found on the UNFCCC website: [unfccc.int](http://unfccc.int)

The ILA 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 Kyoto 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. 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 general supervision and guidance of the Coordinator (D1), the incumbent provides the following authoritative legal advice and procedural and institutional support to the intergovernmental bodies established under the Convention and its Kyoto Protocol, and officers serving on them, on all aspects of their deliberations and work, in particular:

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1. Provides authoritative legal advice on the interpretation, implementation and review of the Convention and the Kyoto Protocol, and substantive issues arising in the course of intergovernmental deliberations, by
  - a. organizing and supervising preparation of legal opinions; performing extensive research and analysis; preparing briefs, summaries of issues and views of delegations, background documents, studies, reports and correspondence;
  - b. assisting the Secretary of the COP to prepare for and service the sessions of intergovernmental bodies, including by identifying legal problems that may arise and solutions thereto;
  - c. providing advice to intergovernmental bodies on a diverse range of complex and novel substantive legal questions in the drafting, analysis and review of decisions and conclusions;
  - d. responding to queries from Parties;
  - e. providing advice to the senior staff of the secretariat, including by serving on relevant secretariat committees, on the secretariat's activities relating to the substantive implementation of the Convention and the Protocol, including review of and legal opinion on planned activities and draft documents;
  - f. participating in and representing the secretariat at specialized meetings, conferences and seminars.
2. Provides authoritative legal advice on the administrative operations of the secretariat, by
  - a. providing legal opinion on highly complex aspects of policies relating to administration and management, institutions support, procurement and contracts, and their implementation, including the interpretation or the application of United Nations regulations and rules as well as those specific to the secretariat;
  - b. advising on and supervising the review, negotiation and drafting of major contracts, agreements, memoranda of understanding, administrative issuances and other legal documents;
  - c. supervising the negotiation, drafting and review of legal arrangements with the host country of the secretariat, host country agreements with governments that offer to host intergovernmental meetings, and their implementation;
  - d. representing, or supervising the representation of, the secretariat in legal and administrative disputes and cases, including the pursuit and defense of claims, negotiations of settlements of such claims and preparation of legal documentation relating to such settlements;
  - e. serving on various secretariat committees, ad hoc groups, task forces etc. to promote the work of the secretariat and ensure its compliance with legal and regulatory requirements.
3. Provides advice to the President of the COP and other elected officers on procedural and institutional aspects of the work of intergovernmental bodies, by
  - a. organizing the meetings of the Bureau of the COP, proposing and preparing issues for consideration, identifying legal questions and solutions, and assisting in the drafting of conclusions;
  - b. assisting in the organization of High Level Consultations;
  - c. organizing elections of officers serving on intergovernmental bodies, including the COP, COP/MOP, the subsidiary bodies, their Bureau, as well as the constituted bodies established under the Kyoto Protocol.
4. Directs and guides the work of the Intergovernmental and Legal Affairs subprogramme, by
  - a. formulating, supervising and implementing the substantive work plan for the subprogramme;
  - b. determining priorities, managing the assignments and completion of tasks and allocating resources accordingly;
  - c. guiding the work of legal and programme officers and coordinating and directing the work of external legal support;
  - d. evaluating programme and staff performance.
5. Performs other duties that may be assigned by the Coordinator and the Executive Secretary

### **Requirements**

- Advanced university degree (Master's or equivalent) in law with specific training in international law and administrative law, or, a first level university degree with specific training in international law and administrative law with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.
- Comprehensive knowledge of UN policies, procedures and operations. Good knowledge of the United Nations Framework Convention on Climate Change and the Kyoto Protocol is an asset.

- At least ten years of progressively responsible professional legal experience with a government service or international organization, or with a private firm, specializing in international and administrative law, of which at least 5 years of expertise with the UN, or in a UN common system organization or other intergovernmental organization.
- Fluency in written and spoken English. Working knowledge of other official language(s) of the UN is an asset.

### **Evaluation Criteria**

#### **Professionalism :**

- Expert knowledge in the field of work under his/her responsibility; ability to produce high-quality outputs on key technical issues; the capacity to review, evaluate and direct the technical work of staff under his/her supervision; ability to identify key strategic issues; tact and negotiating skills.

#### **Commitment to continuous learning:**

- Extremely proactive in the understanding and promotion of new developments in the appropriate field of work.

#### **Communication:**

- Excellent spoken and written communication skills, ability to defend and explain difficult issues with respect to key decisions; proven ability to communicate complex concepts orally; willingness and ability to act as a spokesperson and promoter both internally and externally.

#### **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:**

- Good interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural organization.

#### **Judgement/decision-making:**

- Excellent judgement and proven decision-making skills; capacity to analyse problems and develop innovative, effective solutions; ability to display initiative, resourcefulness and imagination; ability to harness and direct resources to best effect.

#### **Leadership:**

- Proven managerial and leadership skills; ability to integrate professional knowledge together with pragmatic objectives to produce a results-orientated work programme for individuals and teams; proven record of building and managing teams and creating an enabling environment; excellent proven ability to lead, supervise, mentor, develop and encourage good performance.

### **To apply**

Quoting Vacancy Announcement Number **06/E009**, applicants are requested to complete and submit a United Nations Personal History form (P 11) - to be found on our website **unfccc.int** - 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](mailto:vacancies@unfccc.int)

United Nations staff should apply using an updated UN Personal History Form (P 11) as well as attaching a copy of their latest PAS.

**Qualified women candidates and candidates from developing countries are particularly encouraged to apply!**

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