

Posting Title : LEGAL OFFICER, P4
Job Code Title : LEGAL OFFICER
Department/ Office : United Nations Integrated Peacebuilding Office in Guinea-Bissau
Location : BISSAU
Posting Period : 31 March 2014 - 30 April 2014
Job Opening number : 14-LEG-UNIOGBIS-34302-R-BISSAU (M)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

Extension of the appointment is subject to Extension of the mandate and/or the availability of the funds.- Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Org. Setting And Reporting

The post is located in the United Nations Integrated Peacebuilding Office in Guinea-Bissau (UNIOGBIS). The Legal Officer will be based in Bissau and will report directly to the Special Representative of the Secretary-General (SRSG), through the Chief of Staff.

Responsibilities

Within delegated authority, and, as necessary, in consultation with the Office of Legal Affairs (OLA), the Legal Officer will be responsible for the following duties: -- Serve as lead officer in one or more areas of concentration, and independently handle a wide range of multi-discipline and complex legal matters involving issues of international, public, private and administrative law, to include interpretation and application of instruments (both substantive and procedural). -- Provide legal advice on diverse substantive and procedural questions of considerable complexity, which may include those related to administration and management, institutions support, procurement and contracts, peacekeeping and other operational matters, separately administered programmes and funds, criminal investigations and prosecutions, etc. -- Perform extensive legal research and analysis and prepare legal opinions, studies, briefs, reports, indictments and correspondence; provide legal advice to the Mission. -- Prepare legal submissions/motions as necessary in the course of investigations and prosecutions. -- Prepares legal submissions based on substantive research on constitutional law in Guinea-Bissau. -- Advise the O/SRSG on substantive and procedural issues relating to conduct and discipline at UNIOGBIS. -- Review and advises on and drafts complex contracts, agreements, institutional

and operational modalities, or legal motions/submissions and other legal documents; develops new legal modalities to meet unique needs/circumstances. -- Advise on and participate in negotiations and settlement of claims and disputes, or pleas of guilty, to include establishing strategy and approach, deciding on the legal text for terms and conditions of contracts, on the recommendations on the merit of claims, etc. -- Represents UNIOGBIS on more complex cases before arbitral and other tribunal or administrative proceedings, including disciplinary cases and staff appeals. -- Serves on various standing boards, committees, ad hoc working groups and task forces, as required; promote the work of UNIOGBIS and represent the organization in meetings, conferences, seminars, etc. -- Coordinate and direct teams of other legal officers dealing with significant problems, as required, and/or mentors and supervises the work of junior officers in specific projects. -- Perform other duties as assigned.

Competencies

PROFESSIONALISM: Knowledge of international legal procedures and instruments, including criminal law, both procedural and substantive. Ability to apply legal expertise to analyzing a diverse range of complex and unusual legal issues and problems and in developing innovative and creative solutions in prosecuting complex criminal cases. Strong analytical skills and ability to conduct comprehensive legal research on a range of issues, including those of a unique and/or complex nature; proficiency in legal writing and expression and ability to prepare legal briefs, opinions, indictments or legal submissions/motions and a variety of legal instruments and related documents. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plan and actions as necessary; uses time efficiently. **BUILDING TRUST:** Provides an environment in which others can talk and act without fear of repercussion; Manages in a deliberate and predictable way; Operates with transparency; Has no hidden agenda; Places confidences in colleagues, staff members and clients; Gives proper credit to others; Follows through on agreed upon actions; Treats sensitive or confidential information appropriately. **JUDGEMENT/DECISION-MAKING:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impacts of decisions prior to making them; Takes decisions with an eye to the impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

Education

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

Work Experience

A minimum of seven years of progressively responsible experience in law, including legal analysis, research and writing, is required.

Languages

Fluency in English and Portuguese (both oral and written) is required; working knowledge of French is desirable.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.