

Intern – Legal at UN-Habitat

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Location: Kenya

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Job Description

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The United Nations Human Settlements Programme, UN-Habitat, is the UN agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The Urban Economy Branch of UN-Habitat has the mandate to promote local capabilities of local governments to develop financial instruments to keep pace with the demands of rapid urbanization. The Urban Economy Branch has the mandate to promote plans and provide support for more efficient, socially inclusive, better integrated and connected cities that foster sustainable urban development.

Responsibilities

Daily responsibilities will depend on the individual's background, the interns' assigned office as well as the internship period.

Under the direct supervision of the Legal Officer, intern will:

Assisting the Legal Officer in carrying out legal research and other legal related functions.

Research rules, policies and regulations of the UN, both constitutional and operational, and including privileges and immunities, the use of the UN logo, the name and emblem and draft memoranda there on.

Research issues relating to international commercial and contract law as applicable to international public institutions and their dealings with partners.

Assist with the drafting of legal memoranda, submissions, or portions thereof, including statements of relevant facts, reviewing drafts of correspondences and legal submissions.

Research Administrative Tribunal decisions in connection with the hearing of the UNDT, the Appeals Tribunal, and prepare submissions and briefs.

Contribute to the sharing of legal knowledge with UN-HABITAT.

Assisting in the setting up of the legal database of UN-Habitat, reviewing drafts and templates.

Assist with other matters as required.

Perform any assignment made by the Legal Officer.

Requirements

Competencies

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors' language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Client orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Education

Applicants must at the time of application meet one of the following requirements:

Be enrolled in a graduate school programme (second university degree or equivalent, or higher).

Be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent).

Have graduated with Bachelor's degree, Masters, PhD or equivalent.

Be computer literate in standard software applications (Microsoft Office).

Have demonstrated a keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter.

Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes a willingness to try and understand and be tolerant of differing opinions and views.

Preferred areas of studies:

LLB (Bachelor of Legislative Law) or BA in Law or any other related field of study.

Work Experience

No working experience is required to apply for the United Nations Internship Programme. Your training, education, advance course work or skills should benefit the United Nations during your internship.

Experience in drafting legal opinions and correspondences is required.

Experience in reviewing agreements is desirable

Languages

English and French are the working languages of the United Nations Secretariat. For this internship, fluency in written and oral English and French is required. Knowledge of another official United Nations language is an advantage

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