

Legal Officer at International Organization for Migration (IOM)

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Location: Kenya

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Job Description

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Established in , IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. With member states, a further 8 states holding observer status and offices in over countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. The IOM Constitution recognizes the link between migration and economic, social and cultural development, as well as to the right of freedom of movement.

Core Functions / Responsibilities:

The Legal Officer will be responsible for the following tasks, under the supervision of the Senior Legal Officer in the Regional Legal Hub and in coordination with LEGCR:

Provide legal advice on various types of contracts necessary for the development and implementation of IOM projects and supply chain arrangements in the Region, taking into account IOM's legal status, IOM's contract templates and IOM's rules and regulations;

Develop new contract templates as needed to meet the legal needs of the Region;

Provide timely and accurate legal advice in relation to contract related disputes in the Region;

Conduct trainings for IOM personnel on contract law issues and promote LEGCR online resources available to colleagues in the Region, as required;

Draft and negotiate legal terms and contracts in order to protect IOM's legal interests in arrangements with third parties; and,

Support the L3 focal point in the Department on contract needs in L3 and other emergencies in the Region.

Additionally, the Legal Officer will also be responsible for the following tasks, under the supervision of the Senior Legal Officer in the Regional Legal Hub and in coordination with the three Divisions of the Department:

Assist with the roll out of the Unified Staff Rules in the Region, in coordination with LEGGL;

Finalizing Note Verbales for urgent privileges and immunities matters involving arrests of staff members, court summons and judicial decisions in the Region;

Track requests for legal services arising in the Region by analyzing trends and developing recommendations for the more efficient delivery of legal services; and,

Performing such other duties as may be assigned.

Required Qualifications and Experience:

Education

Master's degree in Law or a related field from an accredited academic institution with five years of relevant professional experience; or

University degree in the above fields with seven years of relevant professional experience.

Experience

Professional legal experience, including legal research, analysis and writing, of which three years includes experience working in the legal department of an intergovernmental organization or the legal office of a Government; and,

Experience in contract review in an international governmental organization.

Skills

Excellent writing skills;

Proven research skills; and,

Knowledge of public international law, in particular, law of international organizations.

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