

## Legal Officer at United Nations

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### Job Description

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The United Nations is an intergovernmental organization to promote international co-operation. A replacement for the ineffective League of Nations, the organization was established on 24 October

### Responsibilities

Within delegated authority and depending on location, the Legal Officers may be responsible for the following duties:

Provide legal assistance to the persons included in the scope of the administration of justice as defined by General Assembly resolution 63/ on 'Administration of Justice in the United Nations;

Advise clients on issues relating to appeals against administrative decisions and the imposition of disciplinary matters;

Represent and litigate on behalf of clients before the United Nations Dispute Tribunal and the United Nations Appeals Tribunal; Prepare written and oral submissions to these bodies and ensure that they meet procedural requirements;

Identify, where applicable, cases that are amenable to informal resolution, such as settlement or mediation and assist clients in the process;

Assist in responding to complex inquiries and correspondence; Identify legal issues, drafts

review and advise on legal documents and correspondence; Conduct extensive legal research and provide detailed analysis of cases and jurisprudence;

Provide legal advice on diverse substantive and procedural questions;

Assist the Office in producing accurate, comprehensive submissions, including by reviewing draft submissions for any inconsistencies or inaccuracies;

Assist in maintaining the Office's registers (electronic and online) and a legal precedent reporting database;

Assist in the preparation of reports on the work of the Office to the General Assembly and other bodies, as may be mandated;

Assist in ensuring administrative and budgetary requirements of the Nairobi and Entebbe Offices or at the relevant OSLA duty station;

Perform other duties as required.

## **Requirements**

### **Competencies**

Professionalism: Knowledge of all relevant rules and regulations, policies, procedures and operations of the United Nations, as well as of the applicable jurisprudence; Ability to apply legal and administrative expertise to analyze a diverse range of complex and unusual legal issues and problems, both individual case and policy-related and to develop innovative and creative solution; 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, legal submissions/motions, and related documents; Ability to conduct trials on behalf of clients, through leading and cross-examining witnesses and making substantial legal arguments before Tribunal judges; Discretion and sound judgment in applying legal expertise to sensitive, complex legal issues; Strong negotiating skills and ability to influence others to reach agreement; Ability to work with tight deadlines and handle multiple concurrent projects/cases; Knowledge of the UN system, organization and interrelationships; Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving

results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. 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 plans and actions as necessary; uses time efficiently.

**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**

Advanced university degree (Master’s degree or equivalent degree) in international law. 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 five years of progressively responsible experience in law, including legal analysis, research and writing is required.

A minimum of two years as an advocate/litigator before courts and tribunals is required.

Experience within the UN common system or other similar international organizations is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another official United Nations language is desirable.

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