

## Senior Legal Officer, P5 at United Nations Environment Programme (UNEP)

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### Job Description

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the world's environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the environment.

### Responsibilities

Independently handle a wide range of multi-discipline, highly complex, and often sensitive and / or conflicting legal matters involving issues relating to international, public, private and administrative law, to include interpretation and application of instruments.

Provide authoritative legal advice on diverse range of highly complex or novel substantive and procedural questions on UN administrative regulations and rules, which may include those related to administration, staff relations and management, institutions support, procurement and legal partnerships agreements with donors, implementing partners and multi-stakeholders platforms and initiatives as well other operational matters.

Advise on and supervise the review, negotiation and drafting of major partnership agreements, institutional and operational modalities, legal submissions/motions, and other legal documents; develop new legal modalities to meet unique needs / circumstances.

Identify policy gaps and propose development of instruments and guidelines to address these particularly as it relates to partnerships and special arrangements made with institutions for programme delivery.

Organize and supervise research studies and the preparation of legal opinions, as well as perform extensive legal research and analysis on highly complex or novel legal issues /questions and prepare legal opinions, studies, briefs, reports, and correspondence.

Ensure conduct and discipline cases are appropriately managed; acts as the key liaison officer for investigations managed by the Office of Internal Oversight services (OIOS); leads on management of assessments and investigative cases to be handled directly by UNEP.

Supervise the defense and pursuit of claims on behalf of the organization; negotiate dispute settlements and prepare legal documentation relating to such settlements.

Represent, supervise the representation of the organization before the Management Evaluation Unit (MEU) and the United Nations Dispute Tribunal (UNDT).

Provide legal advice and training to senior officials and UNEP personnel at large on the interpretation of UN regulations and rules, including the review of administrative implications of MEU, UNDT and the United Nations Appeals Tribunal (UNAT) decisions.

Lead the general management and administration of the Legal Unit in CSD, organize and prioritize the workload and provide general coordination and supervision of assignments as regards the legal work, including that of junior officers and managing the Unit's budget.

Serve on various standing boards, committees, ad hoc working groups and task forces, as required; promote the work of the United Nations and represents the organization at meetings, conferences and seminars.

Leads team members efforts to collect and analyze data and provides insight to identify trends or patterns for data-driven planning, decision-making, presentation and reporting. Ensures that everyone can discover, access, integrate and share the data they need.

Perform any other related duties assigned.

## **Requirements**

## **Competencies**

PROFESSIONALISM: Knowledge of international national and international public law both substantive and procedural. 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. Ability to lead and cross-examine witnesses and make substantial legal arguments before Chambers of Judges, or if required to take responsibility for the prosecution of criminal trials. 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 to tight deadlines and handle multiple concurrent projects / cases. Knowledge of contemporary international relations and of UN system, organization and interrelationships. The ability to analyze and interpret data in support of decision-making and convey resulting information to management. 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.

**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.

**LEADERSHIP:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable

solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**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 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 public law or related fields is required.

A first level university degree in law in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is desirable.

### **Work Experience**

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

International experience in a multicultural setting is required.

A minimum of three three years of leadership, supervision and management of teams is required.

Experience of preparing, coordinating and delivering trainings on international law, including UN regulations and rules or from similar international organization is required.

Experience in representing the organization in matters related to internal justice system is

desirable.

Experience in the development of legal instruments is desirable.

Extensive experience and a thorough understanding of the United Nations system or other similar international organizations is desirable.

Experience in data analytics or related area 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 another United Nations official language is desirable

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