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LEGAL OFFICER

Post Number : LA 020

Grade : P-3

Parent Sector : Office of International Standards and Legal Affairs (LA)

Duty Station: Paris

Job Family: Law

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 16-MAY-2022

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Within the general mandate of the Office of Legal Standards and International Affairs to provide legal advice to the Secretariat and the governing bodies of the Organization, under the overall authority of the Legal Adviser and Director of the Office, the Legal Officer will be required to carry out the following duties and responsibilities:

- Drafting legal opinions and undertaking research and studies and examining legal precedents for issues relating to the functions, structure and activities of the Organization. Such issues may bear upon the general field or upon specialized aspects of constitutional, public international, private and administrative law. Studies undertaken generally pertain to intricate and/or sensitive areas. Drafting interpretations of legal instruments, such as constitutions, statutes, treaties, agreements,

regulations and rules, resolutions and decisions, or other legal materials relevant to the Organization.

- Drafting appropriate opinions and other relevant correspondence on a wide variety of legal problems which can arise prior or during the execution of the Organization's programme, e.g. concerning the conclusion or amendments of agreements and contracts, difficulties encountered in ensuring their satisfactory execution, possible remedies to be envisaged, etc.
- Drafting and revising documents to be submitted to the Organization's governing bodies (namely the General Conference and the Executive Board). Studying and evaluating all files and documents submitted for decision, evaluation and signature, in addition to preparing complete files on issues under consideration.
- Assisting the Director of the Office in all questions pertaining to the administration of the Office (e.g. working methods, personnel, finance etc.).

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent) in international law.

Work Experience

- Minimum of four (4) years of professional experience providing advice in public international law within an intergovernmental organization (or in such organization, combined with equivalent legal experience in a government, law firm, non-profit organization or academia).

Skills & Competencies

- Good analytical skills.
- Proven ability to draft clearly and concisely.
- Capacity to work independently.
- Ability to work well under pressure.
- Good interpersonal skills.

Languages

- Excellent knowledge of English or French and very good knowledge of the other language

DESIRABLE QUALIFICATIONS

Work Experience

- At least two (2) years of professional experience acquired at the international level.

- Experience in providing advice in the law of international organizations, particularly in the UN system.
- Experience in the legal department of an intergovernmental organization.
- Experience working in a diplomatic environment.
- Experience working with intergovernmental bodies.
- Confirmed experience in legal drafting in English and French.

Skills & Competencies

- Knowledge of the law of international organizations, particularly the UN common system's regulatory framework.
- Familiarity with the work and general functioning of the UN system.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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