

LEGAL OFFICER (ADMINISTRATIVE LAW)

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, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 11-MAR-2025

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

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the authority of the Director of the Office of International Standards and Legal Affairs (LA) and the direct supervision of the Chief, International Administrative Law Section, the incumbent will be required to carry out the assignments and activities related to international administrative law described below :

- Draft submissions before the Appeals Board and the Administrative Tribunal of the International Labour Organization (ILOAT) for supervisors' review and approval.
- Represent the Organization in oral proceedings before the Appeals Board.
- Draft legal instruments or provide legal advice on draft legal instruments submitted to LA for review or clearance, related to human resources or other areas falling under the activities of the International Administrative Law Section.
- Review matters involving the privileges and immunities of the Organization and its personnel, and draft Notes Verbales or other correspondence as required.
- Draft reports to the governing bodies on Administrative Law activities, including on the outcome of ILOAT judgments or any other requirement that may be set by the governing bodies.
- Additional activities that may be required to ensure the success of the work team.
- Undertake any other duties as may be requested by DIR/LA or by the direct supervisor in order to ensure the proper functioning of LA.

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)

REQUIRED QUALIFICATIONS

Education

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

Work Experience

- A minimum of four (4) years of progressively relevant experience in the practice of law within an intergovernmental organization (or in such organization combined with equivalent legal experience in a government, law firm, non-profit organization or academia), of which preferably two (2) years acquired at international level.
- Demonstrated experience in international administrative law or the law of the international civil service.

Skills/Competencies

- Excellent analytical skills, particularly on the application of legal texts.
- Strong communication skills (oral and written).
- Ability to communicate persuasively and participate effectively.
- Ability to build and maintain partnerships with internal and external stakeholders.
- Ability to work in a multicultural environment and maintain affective working relationships.

Languages

- Excellent knowledge of either English or French (written and spoken) and very good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Education

- Specialized training or diploma in international law or administrative law.

Work Experience

- Experience in litigation before international administrative tribunals or review bodies.
- Experience in the legal department of an intergovernmental organization.
- Demonstrated experience with the privileges and immunities of intergovernmental organizations.
- Relevant experience in the United Nations system.
- Confirmed experience in legal drafting in English and French.

Skills / Competencies

- Familiarity with the work and general functioning of the UN system.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and/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.

The approximate annual starting salary for this post is 98 367 US \$.

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.

Please note that UNESCO is a non-smoking Organization.