



# UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

## PART 2A – IDENTIFICATION OF POST

Post No : 10001582

Post Title: Legal Officer (Commercial Matters)

Post Grade: P3

Post Location : Headquarters, LAS

Supervisor Post No., Title & Grade: 10007857, Senior Legal Officer/Commercial matters , P4

CCOG Code : 1.G.02

## PART 2B – POST REQUIREMENTS

**2.1 ORGANIZATIONAL CONTEXT** (Please define the role of the post within the team, describing its leadership role, if any, its external/internal work relationships or contacts and the contextual environment in which it operates)

The staff member will function on a largely autonomous basis directly under the Senior Legal Officer (commercial), and may supervise any interns, consultants and P1-P2 staff members assigned to the Senior Legal Officer (commercial). Subject to the nature of contractual issue and/or legal concerns, he/she is required to work with different offices/Units/Services/Divisions and bureaux that are either HQ based or Field based.

**2.2 FUNCTIONAL STATEMENT** (Please describe the functions to be performed by the incumbent of the post, focusing on the deliverables or the achievements expected from the job. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions)

The position of Legal Officer is a demanding position that requires discretion and confidentiality. The incumbent is expected to expedite requests and queries within a short notice while maintaining the legal validity and operational relevance of the advice. He/She will function under direct supervision of the Senior Legal Officer (Commercial). His/her specific functions include:

1. Upon doing required research and analysis, provide advice to UNHCR (both headquarters and field) on all non-refugee legal issues (excluding refugee protection and related matters) with a special emphasis on public/private international law.
2. Draft, review and provide legal advice on the conclusion, interpretation and legal implications of official documents in the following fields:
  - I. Intellectual property related: including publications, copyrights, domain name issues and the protection of UNHCR name and emblem;
  - II. Commercial contracts related: for the purchase of goods and/or services by UNHCR, including in the fields of Information Technology, transport, insurance and publishing;
  - III. Procurement related: procurement of goods and services for the Organization.
  - IV. Asset management;
  - V. Real estate purchase and lease;
  - VI. Web-based fraud and misrepresentation;
  - VII. Implementing instruments including Standby agreements relating to various UNHCR operations;
  - VIII. Fundraising; both public and private sector; including corporate partnerships;
  - IX. Application of the UN and UNHCR Financial Rules in general.
3. Provide legal interpretation of UN Regulations and Rules, Administrative Instructions and relevant policies.
4. Provide legal advice on dispute resolution including arbitration or litigation; assists in establishing the case strategy; assists in drafting the legal position and appropriate pleadings and documents.
5. Liaise with the UN Office of Legal Affairs in New York, and with legal sections in UN sister agencies on any relevant issues.
6. On behalf of UNHCR; liaise, correspond and negotiate with relevant third parties on the legal aspects of the conclusion, interpretation and/or implementation of contracts and agreements.
7. Any other responsibilities/functions deemed necessary or as delegated by the Chief of Section.

**2.3 REQUIRED COMPETENCIES** (List a maximum of six (06) reference numbers and names of the applicable functional and/or managerial competencies which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. – CMS booklet provides reference numbers, competency names, definitions and indicators –

<u>Code</u>	<u>Managerial Competencies</u>	<u>Code</u>	<u>Functional Competencies</u>
1. <input checked="" type="checkbox"/> MC01	Strategic Planning	1. LG01	Providing Legal Advice
2. <input type="checkbox"/> MC02	Leadership	2. AD11	Liaising with other functions
3. <input checked="" type="checkbox"/> MC03	Managing Performance	3. AD01	Interpreting and developing policies and procedures.
4. <input checked="" type="checkbox"/> MC04	Coaching and Developing Staff	4.	
5. <input checked="" type="checkbox"/> MC05	Managing Resources	5.	
6. <input checked="" type="checkbox"/> MC06	Political and Organization Awareness	6.	

## **2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE**

**REQUIRED** (please define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the post)

Academic: Advanced university degree in Law – Post Graduate level - (civil and/or common law system) with a focus on (international) commercial law.

Experience: At least 6 years of experience in progressively responsible functions in the private/public sector providing legal advice on commercial and business contracts. Of 6 years, minimum of 4 years should be in the functional area that is directly relevant to the current position. In-depth knowledge of UN/UNHCR administrative procedures, processes and exposure to provision of legal support services in an international organisation. Understanding of UNHCR mandate and its operational structure. Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition with often short deadlines.

Skills: Ability for analytical and creative thinking for rapid solution(s). Ability to negotiate and clearly explain a legal issue to a non-lawyer; Ability to draft sound legal advice in a timely manner; ability to propose practical solutions within a given framework of UN legal provisions; Ability to draft and review legal instruments (contracts, MOU, etc); Ability to produce high quality output. Good communicator with strong interpersonal and negotiation skills to deal with staff members and service providers of different cultural and educational backgrounds. Strive to live up to high ethical and professional standards. An outgoing personality and a team player with a service-oriented attitude. Affinity with IT is an asset, with excellent computer skills and working knowledge of MS office software.

Languages: Excellent knowledge of English (written/oral/comprehension) and a working knowledge of other UN language, preferably French.

## **2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES** (Describe any experience or knowledge that would be an asset, such as UNHCR Learning Programmes /Other training / additional languages /Field, HQs experience, etc... )

- a) Knowledge of principles of international commercial law; Contract Law as applied by the UN, UN institutional law, privileges and immunities, UN staff rules and regulations.
- b) Prior experience of the UN system (legal status and structure)
- c) UNHCR field experience
- d) Completion of UNHCR specific learning/training activities.