



UNHCR JOB DESCRIPTION

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

PART 2A – IDENTIFICATION OF POST

Post No: 1001581

Post Title: Legal Officer (Human Resources)

Post Grade: P-3

Post Location : Geneva

Supervisor Post No., Title & Grade: Senior Legal Officer (Non-Refugee Matters)

CCOG Code : 1.G

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)

Legal Affairs Services (Non Refugees) of UNHCR is responsible for providing guidance and counselling to the High Commissioner and his managerial staff on all legal matters pertaining to personnel administration and admonition of staff and financial rules. A team of legal officers under the leadership of a Head (of services) is engaged in interpretations of rules / procedures and their application. Subject to the nature of the issue and the content, the legal officers will follow up each case for conclusion. They are also required to work closely with various oversight departments of the UN / UNHCR, including the Inspector General Office, and other committees and board where they have to defend the Managerial decisions and the High Commissioner's position (s) vis a vis any given case or situation.

The position under consideration will deal with specific Human Resources management issues. The position is under the Senior Legal Officer (Non-Refugee Matters) though the incumbent is required to function on a largely autonomous basis. He / She will have supervisory responsibility over one P2 and one G4 staff members assigned to the Senior Legal Officer (Non-Refugee Matters). She/He may also assist and guide the interns and Temporary Assistants as and when they are assigned for specific tasks.

Subject to the nature of legal issues, he/she is required to work with different offices / Units / Services/Divisions and bureaux that are either HQ-based or Field-based. Similarly, He/She may liaise with various tribunals and mediatory bodies within the UN systems in cases of resolving issues of mutual concern to UNHCR and its management

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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)

Legal Officer (Human Resources) is an important position within the Legal affairs Section of UNHCR that deals with legal issues relating to Human Resources management and application of administrative / financial rules & Regulations within the organisation. It is a sensitive position that requires to analyse, record and recommend solutions on controversial and or unclear issues that will have an impact on the management of the organisation and or its staff. He / She is required to be discreet and, maintain a high degree of confidentiality in discharging her functions

Under the Supervision of the Senior Legal Officer (Non Refugee Legal Matters), the staff member will be responsible for the following:

1. Researching and analysing the application of the rules / regulations , policies and practices of the UN(HCR) and the relevant case law related to personnel matters having legal implications;
2. Providing advice and guidance on the application of UN(HCR) rules and standards in relation to personnel matters where precedents and/or practice exists;
3. Representing UNHCR in appeal cases heard in the Joint Appeals Board;
4. Analysing, summarizing and drafting interpretation of UN Administrative Tribunal and other appeals board judgements, assessing and indicating the impact on UNHCR rules and regulations, personnel policies and procedures; drafting proposals for appropriate changes to existing provisions;
5. Proposing rationales, methods and approaches to problem solving; including the preparation and revision of policies relating to legal administrative issues;
6. Advising on all procedural issues regarding the handling of disciplinary cases, including the status of the alleged wrongdoer (i.e. continuing to carry out the same functions, different assignment, mission, suspension with or without pay or Special Leave With Full Pay (SLWFP));
7. Providing legal advice on issues relating to privileges and immunities of staff in the context of investigations and disciplinary proceedings;
8. Providing legal analysis of disciplinary cases in the light of the Preliminary Investigation Report and the staff member's comments for the Director, DHRM, and the High Commissioner;
9. Follow up on the decision of the Director, DHRM, as to the further handling of the disciplinary case by preparing required correspondence, e.g. preparation of the submission to the Joint Disciplinary Committee, recommendation for summary dismissal to the Secretary General;
10. Coaching and supervising junior staff when handling disciplinary cases, in particular reviewing their drafts relating to disciplinary cases;
11. Supervising the general service staff member (G.4) in charge of logging in all new cases and following up on the various procedural stages of pending cases and ensuring that the table, reflecting the status of all pending disciplinary cases, once a Preliminary Investigation Report has been received by DHRM, is kept up to date;
12. Any other responsibilities/functions deemed necessary or as delegated by the Chief of Section in order to meet the level of the services in the organization.

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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 checked="" type="checkbox"/> C02	Leadership	2. AD11	Liaising with other Functions
3. <input checked="" type="checkbox"/> MC03	Managing Performance	3. HR04	Providing Client-oriented service
4. <input checked="" type="checkbox"/> MC04	Coaching and Developing Staff	4. HR01	Developing & implementing HR policies & procedures
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 with focus on Arbitration law / Arbitral tribunals/ Labour law.

Experience: At least six years of experience in progressively responsible functions in an office that administers / manages a large number of staff, preferably within the UN. Of 6 years, minimum of 3 years should be in the international environment that is directly relevant to the current position. Good knowledge of United Nations system, its Staff/Financial rules and regulations, their application, interpretation and exposure to provision of legal support services in an International organisation. Proven ability to deal with multiple tasks in a courteous and service oriented manner in demanding working conditions that often have short deadlines.

Skills: Ability for analytical and creative thinking for rapid solution(s). Ability to produce high quality out put with desirable results. Good communicator with strong interpersonal and negotiation skills to deal with S/M of various cultural and educational backgrounds. Strive to live up to high ethical and professional standards. An outgoing personality and a team player with service oriented attitudes. Basic computer skills and working knowledge in MS office software.

Languages: Excellent knowledge of English and French (written/oral/comprehension). Advanced drafting skills in English / 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...)

- Knowledge of the jurisprudence of the UNAT and privileges and immunities issues as applied to UN
- Knowledge of Swiss domestic/labour law
- Ability to clearly explain a legal problem related to the Staff Rules or Regulations to a non lawyer
- Practical experience in legal drafting and giving legal advice
- UNHCR Field experience and completion of UNHCR specific training / learning activities

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