



TEMPORARY VACANCY ANNOUNCEMENT

Issued: 22 July 2011

NOTE:

This is a temporary position. Appointment against this position is for a limited duration and does not carry any expectancy, legal or otherwise, of renewal.

VACANCY ANNOUNCEMENT NO:	NA-11-10
ORGANIZATIONAL LOCATION:	United Nations Dispute Tribunal (UNDT)
LOCATIONS:	Nairobi
FUNCTIONAL TITLE:	Legal Officer
LEVEL:	P-4
DURATION:	6 to 10 Months
CLOSING DATE:	10 August 2011

Background:

This post is located in the United Nations Dispute Tribunal. The Dispute Tribunal hears and decides cases filed by or on behalf of current and former staff members appealing administrative decisions alleged to be in non-compliance with their terms of appointment or contract of employment. The Tribunal conducts hearings, issues orders, and renders binding judgments. It is located in Geneva, Nairobi and New York, but it may also decide to hold sessions at other duty stations. (<http://www.un.org/en/oaj/dispute>)

Responsibilities: Under the overall supervision of the Registrar, the Legal Officer will be responsible for providing substantive, technical and administrative support to the Judges of the United Nations Dispute Tribunal in the adjudication of cases. Duties and responsibilities include:

1. Review of submissions to the Tribunal to ensure that they meet procedural requirements and identifying, where applicable, cases that are amenable to informal resolution, such as third party conciliation or mediation, to be brought to the attention of a judge for possible referral to the Mediation Division in the Office of the Ombudsman; Respond to complex inquiries and correspondence, draft, review and advise on legal documents and correspondence; Prepare background materials and summaries of issues; Attend meetings, and giving ad hoc advice on emerging issues and questions; serve as lead officer in assigned cases before the Tribunal, independently identifying issues, drafting legal texts and handling a wide range of complex legal matters involving interpretation and application of administrative law; conduct extensive legal research and provide detailed analysis of cases and jurisprudence; provide legal advice on diverse substantive and procedural questions of considerable complexity; assist the Tribunal in producing accurate, comprehensive judgements, including review of draft judgements for any inconsistencies or inaccuracies, and ensuring editorial uniformity prior to dissemination.
2. Assist in maintaining the Tribunal's databases, the publication and dissemination of the decisions, rulings and judgements rendered by the Tribunal, in the required official languages, through the agreed media; Assist in the preparation of reports on the work of the Tribunal to the General Assembly and other bodies as may be mandated; deputize for the Registrar and perform other duties as required.

COMPETENCIES

Professionalism: In-depth knowledge of all relevant regulation and rules of the United Nations, as well as of applicable jurisprudence; proven ability to apply legal and administrative expertise to analysing a diverse range of complex and unusual issues and problems, and to develop innovative and creative solutions; produce reports and papers on legal and administrative matters; strong analytical skills and ability to conduct comprehensive legal research on a range of issues, including those of a unique and/or complex nature; discretion and sound judgement in applying legal expertise to sensitive, complex legal and administrative issues; ability to influence others to reach agreement; ability to review and edit the work of others.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be 'clients' and to see things from the '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.

QUALIFICATIONS

Education:

Advanced University Degree (Master's degree or equivalent) in law, with an emphasis on Administrative or International Law. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of seven (7) years of progressively responsible experience in law, preferably administrative law. Experience at the international level, preferably in an international public organization, is highly desirable. Experience in judicial structures and procedures is desirable. Experience with United Nations staff regulations and rules, policies, procedures and operations is highly desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Working knowledge of French is a definite advantage.

Other Skills:

Comprehensive knowledge of United Nations Regulations and Rules, policies, and procedures. High level of computer literacy and mastery of online legal databases.

Interested applicants are requested to send a detailed curriculum vitae including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, a summary of relevant work experience, publications written, and languages spoken, together with a complete United Nations Personal History Profile (PHP) or P.11 form available on the UNON website at <http://www.unon.org/vac.php>

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8.) The United Nations Secretariat is a non-smoking environment.

All applications should be sent to: recruitment@unon.org

PLEASE QUOTE THE VACANCY ANNOUNCEMENT NUMBER AND FUNCTIONAL TITLE IN THE SUBJECT LINE OF THE E-MAIL.