



JOB OPENING

Functional Title & Level:	Associate Legal Officer (NO-B)
Org. Unit	Legal, O/COS
Duty Station:	Port-au-Prince
Posting Period:	11-17 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-022

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Associate Legal Officer (NO-B)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti

to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Associate Legal Officer (NO-B)** typically reports to a Senior Legal Officer or Chief of Unit, Legal, O/COS.

Responsibilities

Within delegated authority and depending on location, the Associate Legal Officer may be responsible for the following duties;

- Contributes to and supports Legal Officers in handling matters affecting the United Nations Mission's mandate and activities, including in areas of international, public, private and administrative law, as well as issues of constitutional and other national law as they affect the Mission or the mandate.
- Contributes to the preparation of drafts of background papers, studies, reports, etc.
- Contributes to the preparation of legal opinions/advice on diverse substantive and procedural questions, which may relate to the Mission's mandate, legal status of the Mission and its members, including in areas such as privileges and immunities and Status of Forces/Status of Mission Agreements, administration and management, procurement, contracts, third-party claims, and legal questions involving the interpretation or application of UN regulations and rules; any other aspect of peacekeeping missions, including operational matters.
- Assists in providing legal advice on human resources matters.
- Serves on standing boards and committees as required.
- Assists in administering programmes of legal technical assistance.
- Provides support to Legal Officers or Chiefs of Section in servicing diplomatic conferences, commissions, committees, task forces and other bodies, including preparation of background materials, preparation of summaries on issues and views of delegations, etc.;
- Performs other duties as assigned.

Competencies

- **Professionalism:** Knowledge of and ability to apply legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents. Knowledge of various legal research sources, including electronic, and ability to conduct research and analyze information on a wide range of legal issues. Ability to interpret and apply legislative instruments, develop and present results, recommendations, and opinions clearly and concisely. Ability to draft legal papers. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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 other informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Advanced university degree (Master's degree or equivalent) in law is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in law, including legal analysis, research and writing is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English and French is required. Knowledge of other United Nations official languages is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.