
MINUSTAH-JOB OPENING

Internal / External

Job Title & Level:	LEGAL OFFICER, NO-C
Department/Office:	MINUSTAH / Legal Affairs Section
Location:	PORT-AU-PRINCE, HAITI
Posting Period:	11 JANUARY – 10 FEBRUARY 2017
Job Opening Number:	MINUSTAH-NJO-2017-003

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Special Notice

The United Nations Stabilization MINUSTAH invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records to Recruitment & Career Development Unit (RCDU) via email at minustah-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/recrutement>) for external candidates. Attachments/file size bigger than 10 MB should be sent in batches.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail

Organization Setting

This position is located within the office of the Legal Affairs Section of the United Mission for the Stabilization in PAP, Haiti. The incumbent of this post will be under the direct supervision of the Senior Legal Adviser.

Main Responsibilities

Within delegated authority and under the overall/direct supervision of the Senior Legal Adviser, the Legal Officer may be responsible for the following duties:

- Handles all issues related to Haitian laws in consultation with the Senior Legal Officer;
- Handles a range of issues related to international, public, private, and administrative law, including the interpretation and application of constitutive, legislative and other instruments governing United Nations activities and operations, in consultation with the Senior Legal Officer.
- Conducts extensive legal research and analysis and prepares studies, comparative studies, briefs, reports and correspondence;
- Undertakes basic or extensive review of legal documents, instruments, or other material; identifies important issues, similarities, and inconsistencies.
- Prepares or assists in the preparation of agreements and contracts with governments, NGOs and other public or private entities, as well as in the negotiation and settlement of claims and disputes and in handling private international law and international trade law matters;
- Services or assists senior colleagues in serving on various standing boards and committees as required;
- Performs other duties as required.

COMPETENCIES

Professionalism: Shows pride in work and 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.

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.

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.

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.

Education

An advanced university degree (Master degree) in law. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

At least five (5) years of progressively responsible work experience in Haitian law, including legal analysis, research and writing is required. Experience in a civil law jurisdiction and in a common law jurisdiction in addition to the Haitian jurisdiction requirement is an advantage. Qualifying years of experience are calculated following the receipt of the first-level university degree recognized by the United Nations. Experience in the United Nations System is highly desirable.

Languages

English and French are the working languages of the United Nations. For the position advertised, fluency in oral and written English and French is required. Knowledge of Spanish is an advantage.