
MINUSTAH TEMPORARY JOB OPENING
Internal / External

Job Title & Level: Associate Legal Officer, NO-B

Department/Office: Police Commissioner Office

Location: Port-au-Prince, HAITI

Posting Period: 09 – 22 September 2016

**VACANCY
ANNOUNCEMENT:** MINUSTAH-TJO-2016-N028

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 part of the Office of the Police Commissioner of MINUSTAH. The position is in the Office of the Deputy Police Commissioner for Development. The incumbent works under the general supervision of the Senior Police Adviser.

RESPONSIBILITIES

The Associate Legal Officer may be responsible for the following duties:

- Supports Legal Officers in handling matters involving issues of international, public, private and administrative law, to include interpretation and application of legislative and other instruments governing United Nations activities and operations.
- Contributes to the preparation of drafts of background papers, studies, reports, etc.
- Assists in the preparation of legal opinions/advice on diverse substantive and procedural questions, which may include legal opinion related to administration and management, procurement and contracts, and 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 programme 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 and work under pressure. Ability to apply good legal judgment in the context of assignments given. 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 people 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.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from 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; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

EDUCATION

Advanced university degree (Master's degree or equivalent) in international law or related fields. 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 (2) years of progressively responsible experience in law, including legal analysis, research and writing.

LANGUAGE

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken French and English is required. Knowledge of another official UN language is desirable.