

JOB DESCRIPTION

POST:	Associate Legal Officer (Junior Professional Officer)
ORGANIZATIONAL SETTING:	Legal and External Relations Division, Legal Services
GRADE:	P2
RESPONSIBLE TO:	Chief, Legal Services

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief, Legal Services and in coordination with the responsible senior legal officer(s) to:

- Research and prepare draft memoranda analyzing public international law questions as these affect the Preparatory Commission, in particular with respect to the CTBT and the legal status of the Commission;
- Research and prepare draft memoranda on legal questions related to the Staff Regulations and Rules, including with respect to the jurisprudence of the Administrative Tribunal of the International Labour Organization;
- Conduct comparative legal analyses;
- Review and comment on draft documents and templates;
- Participate in the drafting of legal documents and reports;
- Conduct other duties supporting the Commission's activities as required.

QUALIFICATIONS

- University degree in international law is essential.
- At least 2 years of relevant work experience at the national or international level is essential.
- Admission to the practice of law in a national jurisdiction is desirable.
- Excellent written and oral communication skills in English are essential. Working knowledge of one of the other official languages of the CTBTO Preparatory Commission is desirable.

COMPETENCIES

- **Professionalism** – Demonstrates professional competence and mastery of subject matter. Conscientious and efficient in meeting commitments, observing deadlines, and achieving results.
- **Planning and Organizing** – Effectively implements goals that are consistent with agreed strategies; adjusts priorities as requested; 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.
- **Communication** – Very good skills in communicating with people from different backgrounds.
- **Teamwork** - Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Client Orientation** - Ability to identify clients' needs and establish and maintain effective relationships with internal and external stakeholders.

LEARNING ELEMENTS

At the end of the assignment, the Associate Legal Officer will have:

- Knowledge and understanding of the CTBTO, activities undertaken to promote entry into force of the CTBT, and the role of the Provisional Technical Secretariat;

- Knowledge of the international law framework of the Preparatory Commission, including administrative law aspects relevant to an international organization in the UN Common System;
- Experience in researching, analysing and drafting memoranda and reports pertaining to questions of international law;
- Experience supporting meetings of the governing body of the Preparatory Commission;
- Experience working in a legal office of an international organization.