

## B. OFFICE OF LEGAL AFFAIRS

### 1. **Associate Legal Officer**, Office of the Legal Advisor (LAO)

I. Position Information	
<b>Division / Office:</b> LAO	<b>Grade Level:</b> P-2  <b>Duration and Type of Appointment:</b> One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement
<b>Branch / Section:</b> LAO	
<b>JPO functional title:</b> Associate Legal Officer	
<b>Reports to:</b> Senior Legal Officer	

II. Job Purpose and Organisational Context
<p><b>The Junior Professional Officer (JPO) Programme:</b></p> <p>The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals' excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.</p> <p>During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.</p> <p><b>Job Purpose:</b></p> <p>Assist the Office of the Legal Adviser in dealing with a variety of legal issues stemming from the interpretation and implementation of the OPCW constituent legal instruments (CWC) and other legal documents pertaining to the operations/activities of the OPCW (e.g., Staff Regulations and Rules, Financial Regulations and Rules, Procedural Rules of the Policy-Making Organs, Privileges and Immunities).</p>

**Reporting structure and partners:**

Reports directly to the Senior Legal Officer. Extensive interaction with Divisions and Branches of the Organisation. Some interaction with Member States.

### III. Supervision

**Name of Supervisor:** Ms. Kristina Carey

**Title of Supervisor:** Senior Legal Officer

**Content and methodology of supervision:**

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal.

### III. Duties, Responsibilities and Output expectations

1) Legal aspects of the CWC:

- Assists in the drafting of legal opinions on the interpretation and implementation of the Convention provisions and related decisions adopted by the policy-making organs;
- Represents LAO in OPCW training courses or lectures to the public, delivering

presentations on legal aspects of the CWC.
<p>2) International agreements concluded by the Organisation:</p> <ul style="list-style-type: none"> <li>• Assists in the drafting, review, interpretation, and negotiation of international agreements, in particular bilateral agreements with States Parties such as voluntary contribution agreements and agreements concerning the Privileges and Immunities of the Organisation entered into pursuant to Article VIII of the CWC, including the Organisation's Headquarters Agreement with the Kingdom of the Netherlands;</li> <li>• Assist in maintaining and updating the International Agreements Registry in accordance with the Organisation's procedures, including the relevant provisions of AD/ADM/08/Rev.1.</li> </ul>
<p>3) Contracts: Commercial and service matters:</p> <ul style="list-style-type: none"> <li>• Assist in reviewing contracts for the purchase of goods and/or services to be concluded between OPCW and its vendors (for example, insurance policies, license agreements, maintenance contracts, lease agreements).</li> </ul>
<p>4) Administrative law of the Organisation:</p> <ul style="list-style-type: none"> <li>• Assist in drafting legal memoranda and legal opinions on personnel issues, including interpretation of the Staff Rules and Regulations and other internal legislation of the OPCW; and assists in preparing legal advice on cases in the internal justice system and before the ILOAT;</li> <li>• Assist in providing legal advice and answers requests in relation to the confidentiality and data protection regimes of the OPCW;</li> <li>• Assist in reviewing draft administrative directives (ADM, FIN, or PER), information circulars, and other internal legislative instruments.</li> </ul>
<p>5) General:</p> <ul style="list-style-type: none"> <li>• Conducts research and provides general legal advice as necessary on diverse legal issues;</li> <li>• Assists in updating the Organisation's country profiles (i.e., backgrounders) with the relevant legal input;</li> <li>• Performs other duties as required.</li> </ul>

Projects to be accomplished during the period of the JPO programme:

- 1) Support the Personal Data Protection Officer function of LAO.
- 2) Research and analysis for the Working Group on the UN Joint Staff Pension Fund.
- 3) Research and development of AI solutions for LAO knowledge management and productivity.
- 4) Other projects, as needed.

## IV. Values, Competencies and Selection Criteria

Core Values	Description of Value / Competency
<b>Integrity</b>	<ul style="list-style-type: none"><li>• Demonstrates the values of the OPCW in daily activities and behaviours</li><li>• Acts without consideration of personal gain</li><li>• Resists undue political pressure in decision-making</li><li>• Does not abuse power or authority</li><li>• Stands by decisions that are in the Organisation's interest, even if they are unpopular</li><li>• Takes prompt action in cases of unprofessional or unethical behaviour</li></ul>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>• Shows pride in work and in achievements</li><li>• Demonstrates professional competence and mastery of subject matter</li><li>• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results</li><li>• Is motivated by professional rather than personal concerns</li><li>• Shows persistence when faced with difficult problems or challenges</li><li>• Remains calm in stressful situations</li></ul>
<b>Respect for Diversity/Gender Equality</b>	<ul style="list-style-type: none"><li>• Works effectively with people from all backgrounds</li><li>• Treats all people with dignity and respect</li><li>• Treats men and women equally</li><li>• Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making</li><li>• Examines own biases and behaviours to avoid stereotypical responses</li><li>• Does not discriminate against any individual or group</li></ul>

Core Competencies	
<b>Communication:</b>	Ability to listen, adapt, persuade and transform. Speaks fluently; expresses opinions, information and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts.
<b>Teamwork:</b>	Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts.
<b>Planning and Organizing:</b>	Ability to plan ahead and work in a systematic and organised way. Supports the organisation in meeting its deliverables through its employees.
<b>Collaboration:</b>	Ability to work effectively with peers, partners, and others who are not in their line of command, positively impacting business performance. Serves both internal and external clients, building sustainable relationships. Ability to drive for continuous improvement of results. Takes responsibility for the delivery of agreed results and monitors and maintains quality of work.

V. Recruitment Qualifications	
<b>Education:</b>	<p>An advanced university degree in a law.</p> <p>A first level university degree in law field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.</p>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of two years of working experience in law with an advanced university degree,</li> <li>• <b>or</b></li> <li>• A minimum of four years of working experience in law with a first level university degree;</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Excellent written and spoken English is required;</li> </ul>
<b>Other desirable education, languages and work experience:</b>	<ul style="list-style-type: none"> <li>• A good working knowledge of one or two of the other official languages (Arabic, Chinese, French, Spanish, Russian) would be considered an asset;</li> <li>• Prior experience in a legal office of an intergovernmental</li> </ul>

	organisation would be considered an asset.
--	--

## VI. Training and Learning

To be discussed/agreed with the Legal Adviser as part of the Organisation's Training Programme taking into account the needs of the office/existing skills of the JPO.

## VII. Background Information

### **Information on the receiving Division/Office/Branch:**

As counsel to and advocate for the Organisation for the Prohibition of Chemical Weapons (OPCW), the Office of the Legal Adviser (LAO) provides a high level of legal assurance for the Organisation in an atmosphere of effectively managed uncertainty. The Office responds to demands for legal services from the Director-General (DG), the Divisions and Branches of the Secretariat, and States Parties and furnishes legal advice for the full, effective, and non-discriminatory implementation of the provisions of the Convention.

Core functions of LAO:

The LAO reports directly to the Office of the DG. The main responsibilities of the Office are:

- Implementation and interpretation of the Chemical Weapons Convention (CWC) - To provide legal advice to the DG, units within the Technical Secretariat (TS) and the Policy-Making Organs (PMO) on matters related to the interpretation of the CWC, the Rules of Procedure of the PMO and relevant decisions adopted by the Conference of the States Parties and/or the Executive Council (EC);
- OPCW internal legislation - To provide legal advice to the DG and units within the TS regarding the interpretation of the OPCW Staff Regulations and Interim Staff Rules, the OPCW Financial Regulations and Rules, and Administrative Directives adopted thereunder;
- Personnel cases - To prepare the Organisation's Responses and Replies in respect of appeals brought by staff members in cases before the Appeals Council or the

International Labour Organisation Administrative Tribunal (ILOAT);

- International Agreements - To provide legal advice to the DG and units within the TS in the negotiation, preparation, conclusion and interpretation of international agreements relating to verification activities (facility agreements), and also of relationship agreements with other international organisations, privileges and immunities agreements with States Parties, the Headquarters Agreement and any other enabling legal instruments;
- Procurement of goods and services - To provide advice within the TS with regard to OPCW's commercial matters, including procurement of goods and services.
- To support the DG and units within the TS on other matters, as required.
- Personal Data Protection function.

The LAO currently consists of 11 staff (Legal Adviser, Principal Legal Officer, 2 Senior Legal Officers, 4 Legal Officers, 2 Legal Consultants, and a Senior Legal Assistant) and has the capacity of enrol up to three interns per semester.