



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
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FOR A BETTER URBAN FUTURE

ASSOCIATE LEGAL OFFICER – LEGAL UNIT, OFFICE OF THE EXECUTIVE DIRECTOR, UN-HABITAT

TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER (JPO)

Position: Junior Professional Officer (Associate Legal Officer)

Branch: Legal Unit, Office of The Executive Director

Location: Nairobi, Kenya.

BACKGROUND AND JUSTIFICATION

The United Nations Human Settlements Programme, UN-Habitat, is the UN agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. Its Regional Offices under the overall coordination of the Division of Regional Programme Division provide operational support for national and local governments and their partners in the fields of urbanisation, migration and land management, including in the conflict-affected contexts in the region.

UN-Habitat has field operations in several countries. The need for legal services cannot be overemphasized giving the increasing project portfolio of the organization and its enhancement of its governance structure which now consist of a universal Assembly, an Executive Board and the Committee of Permanent Representatives.

The Office of the Executive Director is responsible for the formulation of a clear and consistent vision for UN-Habitat, as well as the policies necessary to effectuate that vision; establishing operational priorities and strategies, in consultation with senior management of the programme; ensuring effective management and accountability of the programme and budget; and engaging with key Member States and other stakeholders to secure both political and financial support for UN-Habitat.

The Legal Unit undertakes the following duties and responsibilities:

- Provides legal advice, support and expert assistance to the organization and its officials on a wide range of multiple range of complex legal issues.
- Provides legal advice and support to the Executive Director, the Deputy Executive Director and senior managers on matters relating to the organization's mandate, its activities and programmes, and its relations with members States, partners and other stakeholders.
- Advises staff on matters relating to the delivery and implementation of projects and programmes globally.
- Negotiates, prepares, drafts and clears legal agreements with governments, international organizations and other partners. These include partnership agreements, host country agreements, meeting and conference agreements.

- Handles the legal work of the organization to ensure compliance with the Rules, regulations of the United Nations, international law, norms, standards and other obligations of the organization.
- Represents the organization in all legal disputes and matters under the United Nations Administration of justice system particularly those before the Management Evaluation Unit, United Nations Administrative Tribunal which include (UNDT and UNAT) and serves as the Secretary-General's Counsel in all such matters.
- Additional to its core mandate, the Legal Unit serves as focal point on Conduct and discipline on all complaints and disciplinary matters.
- Serves as Alternate Chair of the Local Contracts Committee, where handles all procurements by UNON, UN-Habitat and UNEP.
- Serves as a key member and collaborator of the UN Task Forces on administration of justice (AOJ) matters, Legal Agreements, Host Country Agreements, UN Legal Advisers, Network, the United Nations Fiduciary Management Group (UNFMOG).
- Serves as Focal Point for Ethics function within the organization, which include conducting the annual Leadership Dialogue, the Financial Disclosure Programme and other ethics related functions as well advising on daily ethics questions in collaboration with the UN Ethics Office.
- Serves as Secretary to the Staff Management Consultative Committee, which serves as the Consultative mechanism between management and staff in issues affecting staff.
- Serves as Secretary to the Implementing Partners Selection Committee which reviews the selection and awarding of contracts to Implementing partners and other beneficiaries.
- Serves as Focal Point for Protection against Sexual Exploitation and Abuse within the Organization.

DUTIES, RESPONSIBILITIES AND EXPECTED OUTPUTS

Under the direct supervision of the Head of the Legal Unit and in close collaboration with the immediate Office of the Executive Director and relevant professional staff in the regional and country offices, the JPO will be responsible for the following duties:

- Handles a range of issues related to constitutional, international, public, private, administrative, and, for Tribunals, criminal (substantive, procedural and comparative) law, including the interpretation and application of constitutive, legislative and other instruments governing United Nations activities and operations, in consultation with senior Legal Officers or Prosecuting Trial Attorneys.
- Conducts extensive legal research and analysis and prepare 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, etc.
- Prepares or assists in the preparation of drafts of background papers, studies, reports, legislative texts and commentaries on those texts, teaching materials in the field of public and private international law.

- Prepares or assists in the preparation of legal opinions/advice on a wide range of international public or private law issues, including the United Nations Charter, General Assembly resolutions and decisions involving, inter alia, issues relating to privileges and immunities, peace and security, criminal prosecutions, institutional questions, treaty law and practice, procedural issues arising during meetings of United Nations organs, constitutional and administrative law of the Organization.
- Reviews, advises on and drafts indictments or legal motions/submissions.
- Assesses evidence for relevance and admissibility.
- Prepares and assesses briefs of evidence.
- Assists senior colleagues in servicing diplomatic conferences, commissions, committees task forces, expert groups and other bodies, including preparation of background materials summaries of issues and views of delegations, meeting reports, etc.
- Assists in representing the Organization before arbitral and other tribunals or administrative proceedings, including disciplinary cases; in Tribunals, acts on behalf of the Prosecutor as junior co-counsel in proceedings before Trial or Appeal Chambers.
- Provides legal advice on human resources matters; reviews administrative matters.
- Administers programmes of legal and technical assistance.
- Prepares or assists with the preparation of international trade law seminars and symposia lectures on various legal issues at such events.
- Provides guidance to more junior staff on various issues.
- Performs other duties as assigned by the Head of the Legal Unit and the Chief of Staff, OED.

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. Knowledge of the civil law and/or common law legal systems and principles. 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 interpret 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.

Education

Advanced university degree (Masters degree or equivalent) in international 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 five years of progressively responsible experience in law, including legal analysis, research and writing is required.

Experience working in a legal/judicial environment in an international organization is desirable.

Experience in the development and review of legal instruments is desirable.

Experience in drafting legal opinions and providing advice to superiors is desirable.

Experience in preparing written legal submissions for a court or tribunal is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is desirable.

Assessment

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

ADDITIONAL EXPERIENCE AND COMPETENCIES REQUIRED

Additional requirements and competencies are:

- ✓ Very good oral and written communication skills and able to tailor the communication style to the intended audience.
- ✓ Good legal drafting and analysis skills.
- ✓ Ability to conduct extensive research on a multiple range of complex legal issues.
- ✓ Accuracy and professionalism in document presentation, production and editing.
- ✓ Excellent interpersonal skills; culturally and socially sensitive; able to work inclusively and collaboratively with a range of partners.
- ✓ Excellent teamwork and planning, organizing and prioritizing workload.

- ✓ Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- ✓ Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.
- ✓ Self-motivated, ability to work with minimum supervision and within tight deadlines.
- ✓ Keenness to develop and enhance career aspirations.

SUPERVISION

The JPO will report to the Head of the Legal Unit or any person designated by the Head.

The JPO will work as a member of the Legal Unit in the Office of The Executive Director in collaboration with staff in the rest of the Agency.

TRAVEL

The JPO will undertake official missions related to her/his work programme in different countries, with various partners and project sites to provide legal support and advice. Project funds will be made available to support these missions. The Legal Unit will also identify opportunities to attend relevant international conferences where possible.

TRAINING AND LEARNING ELEMENTS

Within the delegated authority of the Head of Legal Unit and the Office of The Chief of Staff, the JPO will be given quality on the job training on legal framework of the United Nations, the UN's privileges and immunities, legal drafting and analysis, the legal aspects of programme management and other activities of the organization. On the job training will include exposure to working with leading international organizations, including research and academic institutions, international professional bodies, civil society organizations and multi-lateral and bi-lateral organizations and governments.

The JPO will have the opportunity to participate in a variety of training courses provided by the Human Resources Management Service (HRMS) of the United Nations Office of Nairobi (UNON) and the Legal Unit. It is expected that the JPO attends at least one international conference, workshop, outreach or training per year on a relevant topic and she/he will be exposed to international and local best practices in his field of work, thus expanding her/his understanding of development issues related to urbanisation, migration and land management.

The JPO will be guided to prepare a World Plan and follow the United Nations Performance Appraisal System (e-performance), which will set out specific and measurable goals for the work of the JPO within the framework of his job description and work plan. The JPO will have access to adequate office space and IT equipment.