

# Terms of Reference

## **Young Professional Officer – International organisations’ governance and international law**

### **Positioning and reporting**

Under the authority of the Deputy Director General (Institutional Affairs) and the direct supervision of the Head of the Legal Affairs Unit

### **Job purpose**

The Young Professional Officer supports the Legal Affairs Unit, particularly in various aspects of WOA’s institutional governance. The Legal Affairs Unit provides legal services of the highest possible standards regarding the Organisation’s governance and activities.

### **Missions and activities**

#### **Ensure coordination relating to the revisions to WOA’s Basic Texts (i.e. founding texts)**

- Coordinate activities of the working group responsible for implementing revisions to WOA’s Basic Texts. This includes working with contracted consultants to develop a program of work with associated timelines and deliverables in preparation for reporting to WOA’s General Session in 2025
- Develop and implement an engagement strategy targeted at WOA’s internal stakeholders as part of an organisational-wide change management process to aid the implementation of revisions to the Basic Texts

#### **Support the delivery of the Unit’s missions**

- Conduct extensive research and analysis on a diverse range of issues in public international law and other areas of specialisation using multiple research sources; benchmark with other intergovernmental organisations, select relevant material, analyse information and present findings
- Undertake basic or extensive review of legal documents, instruments, or other material; identify important issues, similarities and inconsistencies, etc
- Contribute to the preparation of studies, memoranda, information notes, meeting reports
- Perform other duties as assigned

### **Qualifications and Experience**

#### *Required qualifications*

- A degree in law, international relations, political science or other related area
- At least 3 years of professional experience, preferably in international administrative or institutional matters

#### **Requirements:**

##### *Technical skills:*

- Ability to work in English at a high level including excellent oral and written communication skills
- Strong secretariat and coordination skills
- Strong analytical skills with the ability to collect, organise and analyse significant amounts of information with attention to detail and accuracy
- Planning and organisational skills in reliable autonomy
- Good working knowledge of Microsoft Office, in particular Word, PowerPoint and Sharepoint

##### *Interpersonal skills:*

- Ability to establish and maintain good working relationships in a multinational and multicultural environment
- Capacity to learn and a self-motivated worker

### **Working conditions**

The post is a full-time position based at the WOA Headquarters in Paris. It requires long hours in a seated position at a computer.

## Terms of Reference

<b>Established on:</b>		<b>Modified on:</b>
<b>Last reviewed on:</b>		
<b>Staff member*</b>		
<b>Manager*</b>		
<b>Human Resources*</b>		
*Name and signature		