

JOB DESCRIPTION

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

DUTIES AND RESPONSIBILITIES

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

- Research legal issues, review documents and prepare draft advice relating to:
 - The CTBT and the Resolution establishing the Preparatory Commission, including national implementation by States Signatories of those instruments;
 - Finance, procurement, staffing and other matters concerned with the administration of the Commission;
 - Issues before sessions of the Preparatory Commission and its subsidiary bodies;
- Conduct comparative legal analyses based on research into other organizations' practices;
- Participate in internal and external meetings and in the drafting of reports and summaries of those meetings;
- Update legal databases;
- Undertake any other duties supporting the Commission's activities on request.

QUALIFICATIONS

- University degree in international law is required.
- At least 2 years of relevant work experience at the national or international level are required.
- Admission to the practice of law in a national jurisdiction is an asset.

LANGUAGES

- Excellent written and oral communication skills in English are essential.
- Working knowledge of one of the other official languages of the Commission is an asset.

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:

- Experience working in the legal office of an international organization;
- Experience in researching, analyzing and drafting advice on questions of international law;
- Knowledge of the legal framework of the Commission, including the CTBT.

BACKGROUND INFORMATION

The Comprehensive Nuclear-Test-Ban Treaty (CTBT) bans nuclear explosions by everyone, everywhere: on the Earth's surface, in the atmosphere, underwater and underground. The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna, Austria is the international organization setting up the global verification system foreseen under the CTBT. The Treaty was established in 1996, has been signed by 187 states, and ratified by 178. The Treaty provides for a global verification regime, including a network of 337 stations worldwide, of which 302 are in operation, a communications system, an international data centre and on-site inspections to monitor compliance.