

Job Description Form

Classification Date: November 2020

1. Job Type **2. Job Information****Title** **Functional Group - Level 1** **Grade** **Functional Group - Level 2** **Job Code** **Functional Group - Level 3** **CCOG Code** **Functional Clearance Required** **FOR EXPERT POSITIONS ONLY****Position Number** **Location** **Supervisor Position Number** **Supervisor's Title** **Supervisor Grade** **3. Organizational Setting and Work Relationships**

The Associate Legal Officer is a member of the protection or legal team either at Headquarters (within the Division of International Protection or in a Regional Bureau), or in a Country or Sub-Office. He/she may report to the (Senior) Protection or (Senior) Legal Officer, Head of Sub-Office or to the Assistant Representative for Protection. In smaller Offices, the post may report directly to the Representative. The incumbent may have direct supervisory responsibility for protection or legal staff who may include community services, registration, resettlement and education.

The Associate Legal Officer is relied upon by the Office to coordinate quality, timely and effective protection responses to the needs of populations of concern (POC). Another important function of the position is to ensure that POC are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

- Monitor the development of law and doctrine.
- Contribute to advocacy towards proper interpretation of law and doctrine as well as in the development of standards of protection.
- Assist in the preparation of legal advice and drafting of position papers and guidelines on pertinent legal and operational issues.
- Consistently apply international and national law and UNHCR policies and standards.
- Provide inputs to the formulation of protection strategies.
- Liaise with DIP, Division and Bureau work units and external actors to enhance awareness of protection principles.
- Participate in meetings within UNHCR and with external counterparts at the relevant level.
- Contribute to draft protection documents and policies in cooperation with supervisor.
- Assist in the development of project proposals and project implementation.

- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

*Law; Refugee Law; Human Rights Law;
International Humanitarian Law; or other relevant field.*

(Field(s) of Education marked with an asterisk are essential)*

Certificates and/or Licenses

HCR Learning Prog;

(Certificates and Licenses marked with an asterisk are essential)*

Relevant Job Experience

Essential

Excellent legal research, analytical and drafting skills.

Desirable

Completion of UNHCR learning programmes on protection would be an asset or any other equivalent external courses.

Functional Skills

*CO-Drafting and Documentation;
LE-Legal Research;*

(Functional Skills marked with an asterisk are essential)*

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies

Judgement and Decision Making

Cross-Functional Competencies

Analytical Thinking

Innovation and Creativity

Policy Development and Research

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.