

B. OFFICE OF THE LEGAL ADVISER

Terms of Reference	
<p>Title: Associate Legal Officer</p> <p>Post Level: P-2</p> <p>Reports To: Senior Legal Officer</p>	<p>Organisational Unit: Office of the Legal Adviser (LAO)</p>
<p>1. Organisational setting:</p> <p>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. The LAO reports directly to the Office of the DG. The main responsibilities of the Office are:</p> <ul style="list-style-type: none"> • 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 12 staff (Legal Adviser, Principal Legal Officer, 3 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. 	
<p>2. Main purpose of the post:</p> <p>Assist the Office of the Legal Adviser (LAO) in providing legal advice on a variety of legal issues</p>	

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, international agreements and commercial contracts).

3. **Duties and responsibilities:**

1) Legal aspects of the CWC. This includes: 1) 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. 2) Represents LAO in OPCW training courses or lectures to the public, delivering presentations on legal aspects of the CWC.

2) International agreements concluded by the Organisation. This includes: 1) 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. 2) 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.

3) Contracts: Commercial and service matters. Assists 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).

4) Administrative law of the Organisation. This includes: 1) Assists 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. 2) Assists in providing legal advice and answers requests in relation to the confidentiality and data protection regimes of the OPCW. 3) Assists in reviewing draft administrative directives (ADM, FIN, or PER), information circulars, and other internal legislative instruments.

5) Conducts research and provides general legal advice as necessary on diverse legal issues. Assists in updating the Organisation's country profiles (i.e., backgrounders) with the relevant legal input; Performs other duties as required.

4. **Minimum Qualifications Required:**

Education:

- An advanced university degree in a law. 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.

Experience:

- A minimum of two years of working experience in law with an advanced university degree.
- Prior experience in a legal office of an intergovernmental organisation would be considered an asset.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- **Communication:** Ability to listen, write, 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
- **Teamwork:** 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
- **Planning and Organizing:** Ability to plan ahead and work in a systematic and organised way. Supports the organisation in meeting its deliverables through its employees.
- **Collaboration:** 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.

Language requirements:

- Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, Spanish) is desirable.

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

Internal and external training opportunities in accordance with the applicable rules and available budget. Specific opportunities 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 Junior Professional Officer (JPO).

6. Work relationships/partnership:

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