



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

V A C A N C Y N O T I C E

Post Title:	Legal Officer	Date:	19 November 2018
Post Level:	P-3	Closing Date:	18 January 2019
Vacancy Ref:	E-LAO/LO/F0040/P-3/75/11-18		
Division:	Office of the Legal Advisor		
Branch:	N/A		

This fixed-term appointment is for a duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Principal Functions	Requirements
<p>Under the supervision of the Legal Adviser, the Principal Legal Officer and the Senior Legal Officer and in accordance with the OPCW Core Values of <i>Integrity, Professionalism and Respect for Diversity/Gender Equality</i>, the incumbent performs the following duties within the limits of his/her delegated authority:</p> <p><u>1. Legal aspects of the CWC and OPCW Policy-making organs:</u></p> <ul style="list-style-type: none">• Provides legal advice on the interpretation and implementation of the CWC and relevant decisions adopted by the policy-making organs, in particular in the field of Verification (Articles III, IV, V, VI and the Verification Annex of the CWC).• As part of a multidisciplinary team, takes part in the drafting, review, interpretation and negotiation of Facility Agreements concluded with States Parties pursuant to the Verification Annex of the CWC.• Provides legal advice on the interpretation and implementation of the Rules of Procedure of the OPCW Policy-making organs (Conference of States Parties and Executive Council).• Represents LAO in OPCW training courses or lectures to the public, delivering presentations on legal aspects of the CWC; <p><u>2. Agreements of the OPCW:</u></p> <ul style="list-style-type: none">• 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. <p><u>3. Contracts: Commercial and service matters:</u></p> <ul style="list-style-type: none">• Reviews 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) and drafts the Legal Adviser's comments on them;• Follows up legal aspects of implementation of the above contracts, drafting the Legal Adviser's opinion;	<p>Education (Qualifications): Essential: Advanced university degree in law. A first level university degree in law with at least seven years relevant experience may be accepted in lieu of the advanced university degree.</p> <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none">• Strong analytical skills and proficiency in legal research with the ability to develop innovative solutions to complex legal issues; and a good understanding of the relation between legal issues and policy initiatives.• Strong planning and organisational skills, with the ability to manage time effectively and prioritise activities.• Excellent writing skills, a well-developed sense of judgement, and ability to work under pressure of time and urgent deadlines.• Excellent communication skills, including proven negotiation skills.• Flexibility and problem solving skills.• Discretion, tact, accuracy, and ability to work as a team with other colleagues in the Office of the Legal Adviser.• Good computer skills.• Cultural sensitivity and ability to work in a multi-cultural environment. <p>Experience: Essential:</p> <ul style="list-style-type: none">• At least five years of progressively responsible professional experience in the practice of law either in an international organisation, government department or law firm, or similar environment, with a focus on international, administrative, and/or commercial legal matters. <p>Desirable:</p> <ul style="list-style-type: none">• The following will be assets: experience in an international organisation; familiarity with public international law and international administrative law, including the legal aspects of the UN common system; and availability to travel for short missions, including to conflict zones.

4. Administrative law of the Organisation:

- Drafts legal memoranda and legal opinions on personnel issues, including on the interpretation of the Organisation’s Staff Rules and Regulations and other internal administrative issuances of the OPCW.
- Prepares the Organisation’s briefs on cases before the Organisation’s internal administrative and disciplinary bodies as well as before the ILOAT.
- Reviews draft administrative directives (ADM, FIN or PER), information circulars and other internal administrative issuances.

5. General:

- Conducts research and provides general legal advice as necessary on diverse legal issues and performs “other duties” as required.
- Assists the Legal Adviser in preparing LAO’s input to the Annual Report of the OPCW, the United Nations Juridical Yearbook and the statements to be delivered by the Director-General before the meetings of the policy-making organs of the Organisation.
- Assists in updating the Organisation’s country profiles (i.e., backgrounders) with the relevant legal input.
- Represents the Legal Adviser, and/or serves as a member upon appointment by the Director-General, on various internal advisory bodies, such as the Joint Disciplinary Committee, the Committee on Contracts, and the Advisory Board on Compensation Claims; and provides, as requested, legal advice to such bodies.

Languages:

The OPCW has six working languages (Arabic, Chinese, English, French, Russian, and Spanish). For the advertised post, fluency in English (both oral and written) is essential and the ability to communicate and conduct negotiations in one of the other official languages of the OPCW is an advantage.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the **November rate of 34.3%**.

Annual Salary (US dollars)		\$ 59,151
Post Adjustment		\$ 20,289
Total Salary		\$ 79,440

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e- mail to Recruitment@opcw.org explaining the problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted. Applications from qualified female candidates are strongly encouraged.