



# 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

<b>Post Title:</b>	<b>Legal Officer</b>	<b>Date:</b>	<b>20 January 2017</b>
<b>Post Level:</b>	<b>P-3</b>	<b>Closing Date:</b>	<b>23 March 2017</b>
<b>Vacancy Ref:</b>	<b>E-LAO/LO/F0040/P-3/01/01-17</b>		
<b>Division:</b>	<b>Office of the Legal Advisor</b>		
<b>Branch:</b>	<b>N/A</b>		

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.

<b>Principal Functions</b>	<b>Requirements</b>
<p>Under the supervision of the Legal Advisor and the Principal 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>Within the limits of his/her delegated authority, and under the supervision of the Legal Adviser and the Principal Legal Officer, the Legal Officer:</p> <ol style="list-style-type: none"> <li>1. Provides legal advice on a wide range of public international law issues, including the interpretation of legal instruments; and provides legal opinions and advice on issues relating to the functions, structure, and activities of the OPCW, based on the CWC and related documents, the Headquarters Agreement, international conventions, and treaties, or other legal instruments relevant to the work of the OPCW.</li> <li>2. Provides legal advice on contracts and procurement issues, including the development, implementation, and interpretation of the OPCW Financial Regulations and Rules and other internal legislation. Reviews and assists in the negotiation of substantial or complex commercial agreements and contracts for the OPCW.</li> <li>3. Co-ordinates the negotiation of draft facility agreements between the OPCW and States Parties to be inspected; and assists in the negotiation of voluntary contribution agreements, privileges and immunities agreements, and other international agreements.</li> <li>4. Assists the Legal Adviser and the Principal Legal Officer in representing the OPCW in staff appeals and disciplinary proceedings, including by conducting research and analysis and by preparing documentation relevant to such appeals and disciplinary proceedings, based on the Staff Regulations and Rules, administrative issuances, the judgments of the Administrative Tribunal of the International Labour Organisation and other international administrative tribunals, and relevant principles of international administrative law.</li> <li>5. 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.</li> <li>6. Performs extensive legal research and analysis and drafts legal opinions, reports, studies, briefs, administrative issuances, and correspondence on diverse matters.</li> <li>7. Performs other duties as required.</li> </ol>	<p><b>Education (Qualifications):</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Skills and Abilities (key competencies)</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Strong planning and organisational skills, with the ability to manage time effectively and prioritise activities.</li> <li>• Excellent writing skills, a well-developed sense of judgement, and ability to work under pressure of time and urgent deadlines.</li> <li>• Excellent communication skills, including proven negotiation skills.</li> <li>• Flexibility and problem solving skills.</li> <li>• Discretion, tact, accuracy, and ability to work as a team with other colleagues in the Office of the Legal Adviser.</li> <li>• Good computer skills.</li> <li>• Cultural sensitivity and ability to work in a multi-cultural environment.</li> </ul> <p><b>Experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Desirable experience:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

**Languages:**

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. Fluency in Arabic and /or Russian will be an asset.

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 **January 2017 rate of 24.7%**.

	<b>With Dependants</b>	<b>No Dependants</b>
<b>Annual Salary (US dollars)</b>	\$ 62,098	\$ 58,583
<b>Post Adjustment</b>	\$ 15,338	\$ 14,470
<b>Total Salary</b>	\$ 77,436	\$ 73,053

**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](http://www.opcw.org), due to technical problems, are requested to send an e- mail to [Recruitment@opcw.org](mailto: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.

There are job advertisements and offers that falsely state that they are from the OPCW.