

Office des Nations Unies à Genève - United Nations Office at Geneva (UNOG)



JUNIOR PROFESSIONAL OFFICER PROGRAM (JPO)

TERMS OF REFERENCE

I. General Information

Title:	JPO in Legal Affairs
Sector of Assignment:	Administration, Legal Affairs
Organization/Office:	United Nations / United Nations Office at Geneva / Administration, Human Resources, Legal and Policy Advisory Section / Legal Team
Country and Duty Station:	Geneva, Switzerland
Duration of assignment:	2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

Please note that for participants of the JPO-Programme two years work experience are mandatory! Internships/scholarships can be counted at 50% if they were full time and are regarded as relevant professional experience. Remuneration is not the determining factor. We only count internships after the Bachelor's degree.

II. Supervision

Title of Supervisor:
Chief, Legal Team, Legal and Policy Advisory Section

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the JPO will be responsible for the following duties:

- Assists in representing the Organization before the United Nations Dispute Tribunal (UNDT). Assesses the relevance or legal argument and/or evidences gathered. Participates in hearings and assist senior legal officers in the legal representation of the Organisation.
- Provide legal advice on administrative procedures and applicable rules and regulations, analyses challenged decisions and advises managers in providing comments to the Management Evaluation Unit.
- Conduct legal research on a diverse range of assigned issues in international public law and employment law as well as other area(s) of specialization. Keep abreast of the jurisprudence of international administrative tribunals.
- Assist Legal Officers in the review of legal documents, instruments, or other material; identify important issues and provide legal analysis Assist in the preparation of legal opinions/advice on issues relating to administrative law of the Organization, including Staff Rules and Regulations and other administrative issuances.
- Under the supervision of the Chief, Legal Unit, deal with complaints and report of possible misconduct and provide legal and procedural advice in accordance with the applicable rules.
- Under the supervision of the Chief, Legal Unit, assist in performing outreach activities in cooperation with CLM and the Policy Advisory team.
- Handle cases on non-compliance with private legal obligations and family obligations
- Performs other duties as assigned

Work implies frequent interaction with the following:

- Human Resources Officers;
- Managers at UNOG and client organizations (UNCTAD, OHCHR, OCHA, UNECE, etc.).
- Counterparts in the Office of Human Resources at HQ, colleagues in the Management Evaluation Unit (MEU), HQ, the Office of Legal Affairs (OLA), HQ and the Office for Staff Legal Assistance (OSLA)

Results Expected:

Excellent legal research, analysis, and presentation of key information to facilitate decision-making. To deliver well-reasoned and clearly written recommendations, opinions and identification of issues on assigned legal topics. Ability to apply appropriate policies, guidelines, procedures and processes. Effective interaction with colleagues and concerned parties internally and externally.

IV. Qualifications and Experience

Education:

Master's Degree in law, preferably in administrative public law, admitted to practise law would be of advantage.

Work experience:

At least 2 years in the legal field; prior exposure to the United Nations would be of advantage.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and French (both oral and written) is required.

Other skills:

Experience in litigation is desirable.

Excellent drafting skills; ability to explain complex legal problems to non-lawyers; computer literacy.

UN competencies:

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; Acts without consideration of personal gain; Resists undue political pressure in decision-making.

Professionalism: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication.

Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules.

V. Learning Elements

The JPO will benefit from on the job training. During a training phase, the JPO will be tasked with assisting senior colleagues. Over time, the JPO will receive more and more responsibilities until he/she will be able to independently provide legal advice and draft legal submissions on routine matters.

The JPO will assist in United Nations Dispute Tribunal case management discussions and hearings and will gain experience by participating in debriefing sessions.

The JPO will have the possibility to participate in some of the available and relevant training courses (e.g. Language courses in the official UN languages; Information Technology; Personal and career development courses).

The JPO will routinely:

- Get exposed to the everyday work of the Legal Team;
- Become familiar with the internal rules of the United Nations, such as the Staff Rules and Regulations;
- Acquire in-depth knowledge on the functioning of the Administration of Justice System of the United Nations;
- Acquire knowledge on how to address reports of possible misconduct.
- Learn how to organize and prioritize work, keeping in mind the specific needs of UNOG's department and client organizations.

After the assignment, the JPO will be able to:

- Identify administrative rules and regulations relevant to specific issues;
- Review manager's submission to the Management Evaluation Unit and provide legal advice;
- Draft legal submissions to the United Nations Dispute Tribunal;
- Draft recommendation on how to properly process reports of possible misconduct.

VI. Background Information

The United Nations Office at Geneva is one of the world's most active centres for conference diplomacy. UNOG is also the largest UN Office after Headquarters in New York and is the site of many historic negotiations. We are housed at the Palais des Nations, which was built in 1936 as the Headquarters of the League of Nations.

HRMS provides services to approximately 3,500 staff members in more than 30 client departments and offices located in Geneva and in field offices worldwide.

The Legal and Policy Advisory Section provides legal expertise on matters related to staff grievances, administration of justice, ethics and staff conduct, interpretation of the staff rules and regulations in order to:

- Support the effective and fair management of human resources and ensure a consistent and equitable application of the Organization's policies, rules and regulations;
- Ensure the legal representation of the Organisation before the first instance of the formal system (United Nations Dispute Tribunal);
- Ensure that the UN standards of conduct are consistently applied and that cases of misconduct are properly addressed;
- Ensure that the policy on prohibition of discrimination, harassment and abuse of authority is properly followed and that adequate mechanisms are implemented.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO)**

Alle Informationen finden Sie unter www.bfio.de