

JOB DESCRIPTION

POST: Associate Legal Officer – Junior Professional Officer

ORGANIZATIONAL SETTING: Legal and External Relations Division, Legal Services

GRADE: P-2

RESPONSIBLE TO: Chief, Legal Services

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief, Legal Services and in coordination with the responsible legal officer(s) to:

- Research and prepare memoranda analyzing legal issues related to the CTBT, national implementation measures, international administrative law (employment , procurement law and financial and staff regulations) and the legal status, privileges and immunities of the Commission;
- Draft legal advice related to the above issues;
- Review draft agreements, contracts and standard templates;
- Research and prepare memoranda related to sessions of the Preparatory Commission and its subsidiary bodies;
- Any other duties in furtherance of the Commission's activities.

QUALIFICATIONS

1. University degree in law.
2. At least 2 years of relevant work experience at the national or international level.
3. Demonstrated interest in the CTBT and administrative law of international organizations would be an advantage.
4. Admission to the practice of law in a national jurisdiction is desirable.
5. Ability to work under pressure to meet tight deadlines.
6. Excellent written and oral communication skills in English are essential. Working knowledge of one of the other official languages of the CTBTO Preparatory Commission is an asset.