

# Job Description for Professional Posts

<b>Position:</b>	Associate Legal Officer (NPPM)
<b>Grade:</b>	P-2
<b>Organizational Unit:</b>	Office of Legal Affairs
<b>Duty Station:</b>	Vienna
<b>Type/Duration of Appointment:</b>	JPO, FT, 1 year

## Organizational Setting

The Office of Legal Affairs, which reports directly to the Director General, provides legal services of the highest possible standards to the Director General, the Secretariat and to the organs and bodies of the IAEA, as well as to Member States, regarding the implementation of the IAEA's activities.

## Main Purpose

Reporting to the Section Head, the Associate Legal Officer (NPPM) carries out research and drafts legal briefs on non-proliferation, safeguards and policy making organs related issues.

## Role

The Associate Legal Officer (NPPM) is: a team member, working collaboratively with Section Heads and all staff of the Office, and an analyst carrying out benchmarking and drafting summaries.

## Partnerships

The Associate Legal Officer (NPPM) participates in meetings and meets individually with all staff, as necessary. She/he also may discuss background of issues or cases with other IAEA staff as required.

## Functions / Key Results Expected

Carry out in-depth research and benchmarking to review and provide input to legal studies and reports.

Provide initial drafts of legal opinions and contribute ideas and analysis to larger studies or opinions.

Research and prepare drafts on legal issues relating to IAEA functions, structures and activities. Issues may be general or related to specialized aspects of constitutional, international, public, private and administrative law.

Select and analyse international and national legal materials for the preparation of reports or studies.

Provide preliminary interpretation of legal instruments, such as constitutions, statutes, treaties, agreements, regulations and rules, resolutions or other legal materials.

Give legal advice on issues of limited scope, such as the application of laws or administrative rules and regulations.

Provide secretariat services to committees and bodies by: preparing background materials, reports, papers and other documents; synthesizing views and practices on particular issues.

Prepare preliminary drafts of contracts and agreements, internal regulations and rules; carrying out a preliminary review of legal aspects of draft letters, agreements and other texts.

## **Education, Experience and Language Skills**

Advanced degree in law is an asset.

At least two years of relevant experience in any field of law.

Fluency in written and spoken English. Knowledge of another official IAEA language (Arabic, Chinese, French, Russian, Spanish) is an advantage.

Admitted to a national bar or equivalent.