The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a lawyer to serve as one of a small group of legal advisers in the Directorate for Legal Affairs. This person will work on internal legal matters such as employment issues, contracts, other administrative matters, institutional and procedural questions. In accordance with her/his areas of expertise and interest, s/he would also be expected to assist various OECD Directorates working on substantive matters. The balance and content of the portfolio is expected to evolve in accordance with the needs of the Directorate.

The job...

1. Identify and advise on legal issues and problems arising in the work of the Organisation.

2. Carry out, as required, legal work related to the functioning of the Organisation, in particular:
   - provide legal assistance on staff matters and on financial, budget and procurement questions;
   - prepare and give legal opinions;
   - draft, or assist in the drafting, of documents having legal significance.

3. Provide legal assistance to OECD Secretariat, OECD bodies and national Delegations on internal, institutional and procedural problems.

4. Maintain necessary contacts within the OECD Secretariat as well as with national Delegations and other international organisations. Participate as appropriate in internal meetings and in meetings of bodies of the Organisation to address legal issues.

5. Assist, as appropriate, in the development of internal rules and regulations as well as of substantive Decisions or Recommendations of the OECD Council, Declarations of OECD Ministers, and international agreements negotiated within the OECD framework.

The person we are looking for should have...

1. A post-graduate degree in law and a good knowledge of public international law.

2. At least three years’ relevant professional experience.
We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)045 and be sent via our on-line application form on www.oecd.org/hrm by 11 July 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org