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 primarily on internal legal matters such as employment issues, contracts, financial and other administrative matters, institutional and procedural questions. In accordance with her/his areas of expertise and interest, she/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...

Identify and advise on legal issues and problems arising in the work of the Organisation and carry out, as required, drafting and other legal work related to the functioning of the Organisation, in particular:

1. Support the Organisation’s major site renovation project and the Organisation’s procurement process in general. The site project will involve international calls for tender, contracting, urbanism and other legal questions arising in the organisation and implementation of a complex real estate redevelopment project, including asbestos removal.

2. Provide legal assistance in administrative matters, staff matters, budget and finance questions, and dispute resolution, including oral pleading and the preparation of written pleadings.

3. Advise on questions of French law and administrative procedure and provide liaison with outside counsel on these matters as needed.

4. Provide legal assistance to OECD Secretariat, OECD committees and other bodies, and Member country Delegations on institutional and procedural problems.

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. An advanced degree in law and at least six years’ experience of the practice of law in one or more areas relevant to the administrative support of the Organisation.

2. A good knowledge of host country law and procedures. Knowledge and experience relevant to assisting the Paris site renewal project would be a critical advantage.

3. A solid experience in litigation and or arbitration.

4. A good knowledge of international administrative law, i.e., international civil service law, and public international law would be an advantage.

5. An ability to identify and analyse key issues quickly despite complexity/ambiguity and to identify solutions that are legally sound, taking into account cultural/political sensitivities.

6. Tact and diplomacy and an ability to work independently.

7. Excellent oral and written communications skills. Perfect fluency in French, including the ability to draft complex legal documents. The ability to work and communicate in English as well, including the ability to verify the equivalence of texts in both languages.

N.B. Candidates may be required to take a written examination prior to the establishment of a short list.

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)093 and be sent via our on-line application form on www.oecd.org/hrm by 15 November 2001.

Only candidates selected for interview will be contacted.

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