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. S/he would also be expected to develop the capacity 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. Provide legal support related to the administrative functioning of the Organisation, in particular, on staff, financial, budget and procurement questions. Draft, or assist in the drafting, internal rules and regulations, contracts, grant agreements and other documents having legal significance.

2. Assist, as appropriate, in the development of substantive Decisions or Recommendations of the OECD Council, Declarations of OECD Ministers, and international agreements/arrangements negotiated within the OECD framework.

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.

The person we are looking for should have...

1. A post-graduate degree in law.

2. Three to seven years' relevant professional experience.

3. Ideally, knowledge of public international law, international civil service law and the functioning of international organisations, the law and the institutional and policy setting relevant to the work of one or more of the substantive Directorates of the Organisation (see http://www.oecd.org for further information), and general principles of more than one national legal system.

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4. Experience in bilateral and multilateral intergovernmental negotiations and/or pertinent work experience in a government or international Organisation 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. Excellent command of both official languages (English and French), 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.

The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

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(2003)040 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 5th June 2003.

Only candidates selected for interview will be contacted.

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