OFFICE CIRCULAR

LEGAL ADVISER (GRADE A4)
IN THE LEGAL DIRECTORATE OF THE GENERAL SECRETARIAT

Closing date for applications: 21 June 1994

The OECD is an equal opportunity employer
and encourages applications from female candidates

This vacancy notice is also published in "Future vacant posts"
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Duties

Under the supervision of the Legal Counsel, Head of the Legal Directorate, the post-holder will be required to:

1. Draft opinions on issues put to the Legal Directorate by the Secretariat of the Organisation and, in particular, by support Services (Directorate for General Administration and Personnel, Budget and Finance Service, Directorate for Computers and Communications, Publications Service).
2. Handle legal problems relating to:

a) the staff of the Organisation, both generally (interpretation and possible amendments of regulatory provisions, participation in the drafting of new staff manuals and in the work of competent bodies) and for individual cases (review of individual cases, solving disputes, representation of the Secretary-General before the Joint Advisory Board in case of disputes, litigation before the Administrative Tribunal);

b) contracts and agreements, as well as the rules concerning the budget and the financial management of the Organisation, including through participation in some call for tender procedures and in the negotiation of certain contracts or agreements; and

c) implementation of the legislation in force in the headquarters country or in other countries, in particular in the field of privileges and immunities and of copyright and royalties, where appropriate in collaboration with other lawyers in the Directorate.

3. Take part in the initial and final drafting of legal acts and, where appropriate, review their correct translation in both official languages.

4. Undertake, as necessary, and where appropriate in collaboration with other lawyers in the Directorate, all legal research and studies required in pursuance of the activities of the Organisation, including the preparation of opinions on questions raised by various bodies of the Organisation and participation in their work.

5. Answer requests for information by members of Delegations or from outside, and maintain and develop relations with legal advisers in other international organisations, especially in the field of international civil service law.

6. Supervise the work of a lawyer, and possibly of an assistant, required to help him/her in the performance of his/her duties.

Principal qualifications

1. Higher university degree in law and advanced legal training, with specialisation in public international law. Knowledge of both main legal systems (civil law and common law) would be an advantage.
2. Proven practical experience (about ten years) of legal work at a high level is essential, including at least several years’ experience in the field of law of international organisations, and especially in the field of international civil service law. Experience in one or more of the following fields would be an advantage: budgetary law, international contracts, international organisations management, international economic law. Should recruitment occur at the A3 level, at least six years’ legal experience would be necessary, including several years devoted to law of international organisations.

3. Good knowledge of the functioning of at least one international organisation.

4. Excellent knowledge of both official languages of the Organisation (French and English), including legal terminology, and ability to draft, speak and translate in both these languages.

5. Excellent analytical skills and judgment capacity including the ability to find solutions which are both legally correct and compatible with sound management, particularly in cases where there are contradictory requirements.

6. Ability to take initiative, and sense of responsibility; ability to communicate with members of the Secretariat and of Delegations at all levels, as well as with staff representatives, outside companies or law firms.

7. Ability to work in a team, with minimum supervision, to monitor the work of a small team, to work under pressure, to grasp the main issues, to adapt quickly to new responsibilities and to handle several cases simultaneously.

N.B. A written examination may be required to determine a candidate’s eligibility for inclusion on the short list.

The post may be filled at the A3 level if the qualifications and professional experience of the candidate correspond to that level; in this case the duties and responsibilities assigned to this post will be adjusted accordingly.