

Job Title: YPP 2023_Associate Legal Officer

Post Number : YPP 2023_LA xxx

Grade : P-1 / P-2

Parent Sector : Office of International Standards and Legal Affairs (LA)

Duty Station: Paris

Job Family: Law

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : External candidates

Application Deadline (Midnight Paris Time) : xx-XXX-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Young Professionals' Programme (YPP) aims at bringing in young professionals improving the geographical representation of the Organization, promoting gender parity, enriching and diversifying the UNESCO family. This Programme provides talented, highly qualified university graduates and young professionals from non- and under- represented Member States the opportunity to join UNESCO at the early stage of their professional career.

Below is a succinct profile of the Associate Legal Officer position, including a brief description of the organizational environment and a concise summary of required qualifications.

The **Associate Legal Officer** position is located in the Office of International Standards and Legal Affairs (LA) which plays a primary role in providing legal advice to the Secretariat and the governing bodies of the Organization.

Under the overall delegated authority of the Director of the Office and the supervision of the Chief of the Conventions and Recommendations Section (LA/CR), the **Associate Legal Officer** is required to assist in the research and analysis of a wide range of legal issues within the mandate of the Section LA/CR, such as legal issues relating to UNESCO's Governing Bodies, the implementation of the normative mandate of the Organization, as well as to the management of the premises of the Organization's Headquarters.

More specifically, the **Associate Legal Officer** will:

- Carry out in-depth research and studies on legal issues relating to UNESCO's Governing Bodies and provide preliminary interpretation in this regard of legal instruments, such as constitutions, statutes, regulations, rules, resolutions, or other legal materials relevant to the institutional work of the Organization.
- Prepare drafts of memoranda, notes and other documents on legal issues relating to the normative mandate of the Organization and contribute to the coordination of the standard-setting activities of the Organization, in particular of the conventions and recommendations that the Committee on Conventions and Recommendations (CR) of the Executive Board is required to monitor.
- Assist in the provision of secretariat services to the committees of the Governing Bodies for which the LA/CR Section serves as Secretariat, namely the Legal Committee of the General Conference (also acting as Credentials Committee) and the CR Committee of the Executive Board, at each session and between their sessions for the preparation of the working documents.

- Provide preliminary interpretation of internal regulations and rules relevant to the management policy of UNESCO's Headquarters, including the decisions of the Headquarters Committee of the General Conference thereon and carrying out preliminary review of contracts related to the premises of the Organization's Headquarters.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

QUALIFICATIONS

Education

- Advanced university degree (Master's degree or equivalent) in the field of Public International Law or a closely related field.

Work Experience

- Preferably two (2) years of relevant professional experience in the field of legal and/or providing advice in public international law.
- Relevant experience acquired at international level would be an asset.

Technical Knowledge

- Excellent written and oral communication.
- Good knowledge of international public law.
- Proven ability to draft clearly and concisely.

Skills & Competencies

- Solid analytical skills and ability to speak and present effectively, concisely and persuasively.
- Excellent interpersonal and client-oriented service approach.
- Ability to work in a team and maintain effective working relationship in a multicultural environment.

Languages

- English and French are the working languages of the Organization. Excellent knowledge of English or French and a very good knowledge of the other working language are required.
- Knowledge of the other UNESCO official languages (Arabic, Chinese, Russian or Spanish) is an asset.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. Candidates are requested to upload the Employment History Form duly filled-in to the on-line profile. No modifications can be made to the application submitted.

Candidates are strongly encouraged to submit their application well before the deadline date. Only applications received through the recruitment platform will be considered.

The process will include pre-recorded video interviews and/or written assessments, interview (via MS Teams) with a Panel, as well as reference checks. In addition, candidates may be requested to provide additional information which may be pertinent to the position's qualifications.

Please note that the whole process can take up to six (6) months. All candidates, whether selected or not, will be informed in due course.

To be considered for the UNESCO Young Professionals Programme, candidates must:

- **Nationality:** Be a national of a non- or under-represented Member State in UNESCO.
- **Age:** Be 32 years of age, maximum (i.e. candidates born not before 1st January 1991).
- **Education:** Hold a completed advanced university degree (Master's or equivalent) and the fields of study should be related to:
 - Human Resources Management; Business Administration; Psychology; Law; Audit; Finance; Accounting; Media; Journalism; Public Information; Cultural Policies and Development; International Relations and Political Sciences.
 - Education; Natural Sciences; Social and Human Sciences; International Cooperation and Development.
 - or in a field of direct relevance to the management and administration of an international organization (→ this will be specified in the vacancy notice).
- **Experience:** An initial professional experience is an asset, however it is not mandatory. Specialization in a field relevant to UNESCO's areas of expertise.
- **Languages:** Fluency in English or French (knowledge of both working languages is an asset). Knowledge of Arabic, Chinese Russian or Spanish is an additional asset.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post is 60 086 US \$.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.