



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

Mission Circular No. / 2020 - 0564 -

24 August 2020

TO: All UNFICYP, OSASG and CMP Personnel

FROM: Joel Cohen
Chief of Mission Support

SUBJECT: Job Opening # 139169 – Associate Legal Officer (NOB)

1. Please find herewith, the details for the following job opening:

<u>Post Title</u>	<u>Office/ Section</u>
Associate Legal Officer NOB, JO# 139169	Office of the Senior Adviser

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform no later than **Friday, 18 September 2020**.

3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.

NOTE: This message is a notification. Please open/launch the PDF attachment which serves as the only official communication in this respect. Thank you.

PDF Attachment:

No file attached

Internal Distribution: UNFICYP\unficyp-sasg-cmp-all staff

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Status: Drafted

Posting Title : ASSOCIATE LEGAL OFFICER, NOB
Job Code Title : ASSOCIATE LEGAL OFFICER
Department/ Office : United Nations Peacekeeping Force in Cyprus
Location : NICOSIA
Posting Period : 20 August 2020-18 September 2020
Job Opening number : 20-LEG-UNFICYP-139169-R-NICOSIA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

This position is located in the United Nations Peacekeeping Force in Cyprus (UNFICYP), Nicosia. The incumbent will report to the Legal Officer or his/her designate.

Responsibilities

- Under the direct supervision of the UNFICYP Legal Officer (LO) and overall supervision of the Senior Adviser, contributes to and supports the Legal Officer in handling matters involving issues of international, public, private and administrative law, to include interpretation and application of legislative and other instruments governing United Nations activities and operations
- Assists the LO with the preparation of drafts of background papers, studies, reports, etc., including through the translation, interpretation and application of constitutive, legislative and other domestic law instruments, as tasked by the UNFICYP or by the Special Adviser to the Secretary-General (OSASG).
- Contributes to the preparation of legal opinions/advice on diverse substantive and procedural questions, which may include legal opinion related to the status, privileges and immunities of the UN, UN rules and regulations, administration and management, procurement and contracts, and any other aspect of peacekeeping missions, including operational matters, and in this framework drafts communications with third parties, memorandum, agreements and other private law documents, official correspondence on Greek as required.
- Assists in providing legal advice on human resources matters.
- Serves on standing boards and committees as required.
- Provides support to Legal Officers or Chiefs of Section in servicing diplomatic conferences, commissions, committees, task forces and other bodies, including preparation of background

materials, preparation of summaries on issues and views of delegations, etc.

- Attends legal processing before local courts in which UNFICYP has an interest, and in this framework liaises with relevant judicial and police authorities.
- Proactively reviews local media to bring relevant developments to the attention of LO and Mission Leadership.
- Performs other duties as assigned.

Competencies

Professionalism: Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents. Knowledge of various legal research sources, including electronic, and ability to conduct research and analyze information on a wide range of legal issues. Ability to interpret and apply legislative instruments, develop and present results, recommendations, and opinions clearly and concisely. Ability to draft legal papers and work under pressure. Ability to apply good legal judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in law. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in law, including legal analysis, research and writing, or related area is required.

Admission to the Cyprus Bar Association is desirable.

Previous work experience in an international environment is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in English and Greek is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Recruitment against this position is on a local basis. Candidates for positions in the National Professional Officer categories must be nationals of Cyprus.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.