



The Federation's mission is to improve the lives of vulnerable people by mobilizing the power of humanity.

SENIOR LEGAL OFFICER

Vacancy No: 2012-14-gva

Application Deadline: **10 April 2012**

Date: 22 March 2012

Place of assignment: Geneva

Organization unit: Legal Department

Duration of contract: 2 years

Purpose of position:

The three Senior Legal Officers and the Legal Counsel serve as the Federation's in-house counsel, working to ensure the sound legal risk management of the International Federation (its headquarters in Geneva, and 60 plus field offices). The International Federation is a sui generis institution, operating under a legal regime similar to that of inter-governmental organizations.

The Senior Legal Officers are expected to work independently, with minimal supervision, and be able to assume and manage the responsibility for assigned projects. They work, with the Legal Counsel, in providing the daily support and advice requested from the Legal Department as well as assure the development and implementation of policies, procedures and tools to ensure overall better legal risk management for the organization.

The Senior Legal Officers are expected to provide legal risk management support and expertise to the member National Red Cross and Red Crescent National Societies, through the Federation Zone offices, and support their legal networks of lawyers.

Specific thematic files will be assigned to each of the lawyers on the team, depending on individual skills and interests. Each member of the team will be expected to develop an expertise in these assigned areas, as well as remain flexible to handle the responsibilities of others if requested. Some travel will be required.

The Senior Legal Officers are accountable to the Legal Counsel for delivering services in a professional and timely manner, for applying an appropriate service orientation, for ensuring a high standard of quality of the work output and for compliance with ethical norms generally applicable to members of the legal profession.

Description of Duties:

1. As requested by the Legal Counsel:

- Represent the Legal Department in various in-house committees and working groups.
- Replace the Legal Counsel in his/her absence

2. Be able to provide/procure timely and sound advice in the following areas of law:

- Administrative law of International Organizations
- International Civil Service Law
- Private International Law

- General principles of Not-for profit law
- General legal practice areas required of international in-house legal counsel's office (including general contract law, employment law, tax law, construction law, handling of litigation, intellectual property, property law, tort law etc)

The Senior Legal Officers will be expected to translate this knowledge in law into value added business solutions, providing legal risk assessments, analysis of, and structuring advice to the "clients" including presenting them as necessary potential alternative options. In this manner working to assure a sound legal risk management culture in the organization in line with stated business objectives.

3. Under the technical direction of the Legal Counsel, and in accordance with the assigned field of expertise:
 - Provide assistance on matters related to human resources, including employment contracts, interpretation of applicable staff rules and procedures, development of policies, and the contractual administration of staff, including employment disputes and grievances.
 - Provide support as needed in litigation, including before the ILOAT.
 - Visit field offices as required, to assist with recovery operations and with the negotiation and implementation of Status Agreements with governments and RC/RC partnership agreements and the training of field staff in contracting and legal risk management.
 - Provide advice and assist in the negotiation and drafting of all types of contracts/commitments creating legal obligations for the Federation.
 - Monitor the legal status of the Federation's field offices and affiliates to ensure their compliance with all legal requirements assist the meeting of such compliance where necessary.
 - Assist in the hiring and coordination of local counsel as needed including the overseeing of such legal advice being given.
 - Respond to queries and advise those responsible on all pertinent legal matters relevant to the organizations.
4. As assigned, support the organization in substantive areas of law relevant to the organizations mandate of disaster assistance and development including in areas of human rights law and refugee law.
5. As assigned provide support to the organization and National Societies on questions related to the RC/RC emblems and logos.
6. Monitor legal information and developments that are or may be applicable to the International Federation.
7. Lead, under the supervision of the legal counsel, in the development and implementation of assigned organization wide systems, procedures and tools, including model agreements, templates, legal briefings to improve legal risk management.
8. Lead, under the supervision of the Legal Counsel, in the development of pertinent legal services for the Federation's membership in the areas of legal risk management.
9. As assigned by the Legal Counsel, represent the legal department in external meetings and continue to build up the network of international organization and not-for-profit legal relationships relevant to the legal departments work.
10. Perform any other job-related tasks as assigned by the Legal Counsel.

Lateral Relationships :

1. A service/advisory/collaborative relationship with Secretariat departments and field offices, to ensure Federation risk management. A service relationship with member National Societies as requested.
2. A monitoring role for all in-house departments and delegations to help identify risk and propose mitigation strategies.

Duties applicable to all staff:

- Actively work towards the achievement of the Secretariat's goals.
- Abide by and work in accordance with the Red Cross Red Crescent principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

Required Qualifications

Education:

University degree in law.

Specialized studies in public international law, international organization law, or not-for-profit law would be preferred.

Experience:

At least 7 years of prior experience in the practice of law.

Sensitivity in and prior exposure to cross-cultural situations.

Experience in an in-house legal environment of an international organization is highly preferred.

Knowledge of the ILOAT case-law would be a strong asset.

Red Cross/Red Crescent experience or other non-for profit experience would be preferred.

Field experience handling legal / administrative issues would be preferred.

Experience in dealing with outside counsel would be preferred.

Skills:

Familiarity with word processing and the Internet.

General knowledge of international affairs.

Knowledge of the International Red Cross and Red Crescent Movement would be preferred.

Languages:

Fluent in written and spoken English.

Working knowledge of other Federation official languages would be preferred (i.e. French, Spanish or Arabic).

Competencies:

Professionalism

Accountability

Teamwork

Communications

Integrity

National Society Relations

Judgement, Decision-making

Building Trust

WRITTEN EXERCISES AND INTERVIEW

Applicants may be requested to complete written exercises and/or be interviewed

This post is funded by the core budget and is classified at Senior Officer level. The length of the assignment is two years.

The Federation is an equal opportunity employer.

Currently accepting applications

In order for us to assure a proper comparative evaluation of your application for this vacancy and to enable us to consider your profile against other similar current and future vacancies, we ask that you submit your application through JobNet.

humanity, impartiality, neutrality, independence, voluntary service, unity, universality