



Issued on: 8 February 2013

Deadline For Application: 8 March 2013

POSITION TITLE:	<b>Legal Officer</b>	GRADE LEVEL:	<b>P- 4</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>Administrative Law Branch, LEGP</b>	DURATION *:	<b>Fixed-Term: Two Years</b>
	Legal and Ethics Office, LEG	POST CODE/N°:	<b>2002493</b>
		CCOG CODE:	<b>1G01</b>

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged**  
**Persons with disabilities are equally encouraged to apply**  
**All applications will be treated with the strictest confidence**

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Legal Counsel or the Chief, LEGA, as may be appropriate, and under the overall supervision of the Chief, Administrative Law Branch (LEGP), the incumbent will provide timely and effective legal advice on various complex and sensitive issues in employment and administrative law to managers and staff, and deal with employees' grievances, internal appeals, harassment complaints and disciplinary cases. In particular, the incumbent will:

- coordinate the analysis of appeal cases and the preparation of the Organization's submissions and other relevant correspondence for appeals lodged with the Director-General, before the Appeals Committee and before the ILO Administrative Tribunal; represent the Organization at the Appeals Committee's hearings; prepare communications conveying the Director-General's final decision; ensure for all these operations appropriate consultations with the divisions concerned; prepare replies to staff members or parties after appropriate consultations;
- analyze the ILO Administrative Tribunal case law, particularly regarding the implications on the Organization's Regulations and Rules;
- review findings of fact to determine whether the Organization's rules have been adhered to and/or whether there have been violations of the Organization's Regulations and Rules, Code of Conduct for the International Civil Service and HR Policies (e.g. the Policy on Prevention of Harassment in the Workplace) and ensure due process is provided where unsatisfactory conduct has been established, make recommendations regarding discipline and draft relevant correspondence to senior management and to the staff member;
- coach managers through situations of underperformance and review documentation for legal sufficiency in cases where separation is recommended;
- advise HR on legal matters as they relate to the redeployment of staff and the ongoing decentralization process; to the implementation of HR policies (e.g. reassignment of staff under the mobility policy); liaise, through HR appropriate units, with the staff bodies in order to resolve problematic staffing issues; support HR or other units concerned in the implementation of the Policy on Prevention of Harassment in the Workplace, as required;
- contribute to the formulation of draft policies, provisions, amendments to the Organization's Regulations and Rules or other actions that may be required in the light of experience or decisions arising out of cases or appeals; advise on audit queries and external audit observations in related areas of work; review replies;
- provide supervisory and technical guidance to junior staff, and non-staff to ensure compliance with rules and regulations and soundness of judgement and conclusions, and timely relevant correspondence;
- provide complex legal advice and briefing to managers and staff members, both in the Field and at Headquarters, on human resources-related issues involving problematic, sensitive and complex situations; and
- perform other related duties as required.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University Degree in Law
- Seven years of relevant professional legal experience in an international organization and/or the private sector on issues related to human resources, administrative law, performance management, appeals and grievances, and discipline
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Extent and relevance of experience in providing legal advice on various complex and sensitive issues in employment and administrative law and human resources
- Familiarity with UN-related rules, policies and procedures is considered a strong asset
- Excellent communication skills both oral and in writing in English
- Ability to analyze complex and sensitive HR legal issues and propose/recommend solutions
- Proven supervisory experience, ability to organize and lead teams and to set priorities, plan and coordinate work in a changing environment
- Service-oriented, ability to establish working relationships with all interested parties and to consistently and effectively deliver timely results

*Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.*

**\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

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**REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

**In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.**

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**