



Food and Agriculture Organization of the United Nations

## PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2280

Issued on: 12 February 2013

Deadline For Application: 12 March 2013

POSITION TITLE:	Legal Officer	GRADE LEVEL:	P- 2
ORGANIZATIONAL UNIT:	Administrative Law Branch (LEGP) Legal and Ethics Office (LEG)	DUTY STATION:	Rome, Italy
		DURATION *:	Fixed-Term: Two Years
		POST CODE/N°:	0038156
		CCOG CODE:	1G01

**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 Chief, LEGP and the direct supervision of more senior Legal Officer/s, the incumbent will provide legal advice and undertake research and drafting activities pertaining directly to employment and administrative law, employees' grievances, internal appeals, and disciplinary, including harassment cases. In particular, the incumbent will:

- research and analyse documentation for the preparation of the Organization's replies to appeals, as well as various submissions to the Appeals Committee;
- research trends and systemic issues in ILO Administrative Tribunal (ILOAT) and United Nations Dispute Tribunal (UNDT) jurisprudence and prepare informative summary of relevant judgements;
- review cases of terminations, disciplinary proceedings, harassment and appeals cases and prepare related appropriate documentation;
- provide advice and prepare drafts to respond to requests for information on administrative law;
- provide initial review and recommendations on amendments to policies and procedures;
- participate in divisional and inter-divisional meetings and working groups on related areas of work;
- perform other related duties as required.

### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University degree in Law
- Three years of relevant professional experience of a legal nature, which includes work as a practicing lawyer or legal adviser in the field of administrative/employment law and/or litigation, or a related area in a private and/or international setting
- 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:*

- Knowledge of law (preferably administrative and/or employment/labour law), in particular the application of legal principles, concepts and policies to the review of a range of legal issues and documents
- Extent and relevance of experience on matters pertaining to administrative/employment law
- Demonstrated analytical skills, ability to conduct legal research on a range of relatively complex HR/legal issues, analyse data and propose recommendations
- Extent of communication skills, both oral and in writing, in English
- Fluency also in French would be a strong asset
- Sound judgement and discretion in handling confidential issues
- Ability to work effectively within a team, supporting others, and fostering a positive team environment

*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*

### 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/>

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