

Posting Title : ASSOCIATE LEGAL OFFICER, NOB
Job Code Title : ASSOCIATE LEGAL OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 6 December 2023-4 January 2024
Job Opening number : 23-LEG-RSCE-222527-R-ENTEbbe (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Director RSCE and support offices through the Deputy Director RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Office of the Director RSCE in Entebbe, Uganda. The Associate Legal Officer (Associate Compliance Officer) will report to the Risk Management and Compliance Officer. The incumbent reviews, analyses and consolidates audit responses and makes well informed decisions in connection with the Risk Management and Compliance issues. Resolution of problems requires coordination with higher levels in the Organization to protect the interests of the RSCE and its client missions, minimizing liabilities and promoting successful outcomes . The incumbent assists the RSCE compliance unit within the regulatory

framework that governs the administrative services being provided. The incumbent is responsible for translating new Administrative Instructions into standard operating procedures (SOPs) to the Service Lines, and assists the focal point for all Board of Auditors (BOA) and Office of the Internal Oversight Services (OIOS) in the RSCE and all legal and disciplinary matters at the RSCE and its client missions.

Responsibilities

Main Duties and Responsibilities

Within the delegated authority, the Associate Legal Officer (Associate Compliance Officer) will report to the Risk Management and Compliance Officer and is responsible for the following duties:

Responsibilities

- Assists in conducting legal research and analysis and prepares studies, comparative studies, briefs, reports and correspondences.
- Undertakes reviews of legal documents, instruments, or other material; identifies important issues, similarities, and inconsistencies, etc.
- Prepares or assists in the preparation of drafts of background papers, studies, reports, legislative texts and commentaries on those texts.
- Assesses evidence for relevance and admissibility and prepares and assesses briefs of evidence.
- Assists senior colleagues in servicing diplomatic conferences, commissions, committees, task forces, expert groups and other bodies, including preparation of background materials, summaries of issues and views of delegations, meeting reports, etc.
- Assists in representing the Organization before arbitral and other tribunals or administrative proceedings, including disciplinary cases.
- Provides legal advice on human resources matters and administrative matters.

Audit:

- Arranges, attends and takes notes at the entrance/exit conferences and subsequently ensures that agreed actions are taken. Coordinates with Board of Auditors and OIOS across client missions to ensure consistent responses to recommendations affecting the RSCE (especially where different BOA teams are auditing different client missions and / or the RSCE).
- Assists in the work of oversight bodies on behalf of the RSCE, by coordinating with the relevant stakeholders in the RSCE and ensures that any recommendations are addressed and that all stakeholders are regularly updated.
- Assists in documenting, evaluating and testing systems and controls to determine their adequacy and effectiveness to ensure (i) compliance with policies and procedures, (ii) accomplishment of management's objectives, (iii) reliability and integrity of information, (iv) economic use of resources, and (v) safeguarding of assets.

Risk Management:

- Assists the Risk Management and Compliance Officer with the implementation of a risk

management process in the Centre in accordance with the Secretariate Enterprise Risk Management Framework.

- Supports the maintenance of the Centre's Risk Register to facilitate the performance of risk assessments.
- Assist in collating inputs for the development of reporting formats and distribution timelines for all risk management matrices.
- Provides support on the preparation of a risk treatment plan specifying activities and progress made for analysis and reporting purposes.

Administration of Justice:

- Assists the Risk Management and Compliance Officer in activities related to the administration of justice within the RSCE and its client missions; assists with addressing all legal cases, including communication with and responses to the Management Evaluation Unit (MEU), the United Nations Dispute Tribunal (UNDT), the Ombudsman, the United Nations Appeals Tribunal (UNAT), and any follow-up actions required as an outcome of such cases.

Competencies

Professionalism: Effective management, planning, implementation and coordination of all risk management and compliance matters. Strong internal control mechanisms by timely action to internal and external audit observations. 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.

Planning & 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Education

Advanced University Degree, preferably in the field of International Law, Business Administration or related field is required.

A first-level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

An additional professional qualification in legal practice, administrative law or audit is desirable.

Job Specific Qualifications

Work Experience

For holders of a Master's Degree, at least two (2) years of progressively responsible professional experience in International, Commercial or Administrative law, including legal analysis, research and writing is required. A minimum of four (4) years progressively relevant professional experience in case of a Bachelor's degree.

Experience working in international law, administrative law matters at national or international level is desirable.

Experience in risk management and compliance in an international setting is desirable.

Experience in a shared service center is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English is required.

Assessment

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

Special Notice

This post is funded for an initial period of one year and may be subject to extension.

This position is open to eligible nationals of Uganda only.

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.

Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all Staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

An impeccable record for integrity and professional ethical standards is essential.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This

condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.