



**VACANCY ANNOUNCEMENT**

**Job Opening Reference:** RSCE/GJO/ALO/010/06/2017

**Issuance Date:** 30 July 2017

**Deadline Date:** 30 July 2017

**Type of contract:** Fixed Term Appointment

**Duration:** 1 Year

**Department:** Regional Service Centre Entebbe (RSCE)

**Scheduled date for taking up appointment:** ASAP

<b>Title: Associate Legal Officer</b>	<b>Grade: NO-B</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u></b>		
<b>Women are strongly encouraged to apply</b>		

- Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

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**Org. Setting and Reporting**

The Position is located in the Regional Service Centre Entebbe (RSCE). The incumbent will report to the Chief of Unit.

**Main Duties and Responsibilities**

Within delegated authority, and under the supervision and guidance of the Team leader, the Associate Legal Officer will carry out the following duties:

- Assist in preparing responses to audit queries and reports based on the responses provided by the different RSCE Service Lines and relevant offices where applicable.
- Facilitate the field visits of the oversight bodies and the Audit Response Unit, arranging the oversight assignments, including provision of facilities, such as office space, access to systems, planning and preparation of documentation. Ensure that relevant programme managers and support staff are available during the course of oversight assignments.
- Arrange, attend and take notes at the entrance/ exit conferences and subsequently ensures that agreed actions arising are taken. Facilitate and coordinate matters arising during the course of assignments between the Mission and oversight bodies, including advising Mission Representatives on informal and preliminary responses, such as responses to audit observations.
- Compile self-assessment reviews results and suggested audit, inspection and evaluation inputs for the annual work plans of the oversight bodies (the United Nations Board of Auditors, Joint Inspection Unit (JIU) and Office of Internal Oversight Services (OIOS).
- Frequently liaise with RSCE Service Lines to facilitate submission of their comments/ responses to outstanding recommendations and self-assessment reviews.

- Ensure quality and timely responses are submitted to all stakeholders.
- Monitor the implementation of audits recommendations and guide RSCE on the actions required to implement outstanding oversight recommendations.
- Build an audit and other oversight tracking databases to enable regular reporting process.
- Provide monthly update/ report on the status of implementation of outstanding BOA, JIU, OIOS recommendations to the Chief Compliance and Monitoring Officer.
- Build and update an Audit database and other oversight tracking databases regularly.
- Ensure that the internal controls of the RSCE are updated and followed-up, through regular monitoring exercises, discussions and feedback with Service Line Managers.
- Assist the team leader in translating new Administrative Instructions into Standard Operating Procedures (SOPs) for the Service Lines, as well as maintaining the RSCE Service Line TORs and Process Guides in coordination with other Units in the Office of the Chief RSCE.
- Undertake random reviews of transactions to ensure their compliance with the relevant rules and regulations.
- Assist the team leader in administering the RSCE's accountability framework to ensure that staff receive the required designations and delegations in a timely manner.
- Make recommendations to strengthen internal controls and mitigate potential risks for adequate compliance to rules and regulations and good governance to RSCE.
- Interact with Service Lines to identify risk issues and provide innovative solutions to mitigate associated risks.
- Assist the team leader in providing advice on risk management strategy and process.
- Work closely with other Service Line Managers and the Client Missions as appropriate, to ensure ongoing dialogue regarding risk management and the integration of the management process into both strategic planning and day to day operations.
- Assist on risk methodologies for planning, identifying, analyzing and mitigating RSCE related risks.
- Review the regular 'Risk Management Report' of the Centre specifying the activities and progress of the risk management initiative and ensure that all required risk information is recorded in the risk management system for analysis and reporting purposes.
- Under the guidance of the team leader, liaise with the Strategic Planning Unit and others to ensure that risk issues are properly evaluated and adequately addressed.
- Performs other duties as required.

#### **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.

## **Qualifications**

### **Education**

- Advanced University Degree, preferably in the field of International Law, Business Administration or related field is required. An additional professional qualification in legal practice or administrative law or audit is desirable.
- 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.

### **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 or French, (both oral and written) is required; knowledge of the other is desirable.
- Knowledge of another official United Nations language is an advantage.

## **ADDITIONAL IMPORTANT COMMENTS.**

### **Please note that failure to comply with the below will render your application invalid for this process.**

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org> ) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:
  - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.

- Latest performance evaluation report (for internal UN Candidates).
  - Copies of University Degrees and other relevant certificates and diplomas.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
  4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
  5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
  6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
  7. This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
  8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.