

## Turkish Embassy in the Hague

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**From:** Olukemi.Adenuga@opcw.org on behalf of Recruitment@opcw.org  
**Sent:** Perşembe 24 Mayıs 2012 10:11  
**Subject:** Legal Officer, P-2 (TAC)  
**Attachments:** Legal Officer, P2, T1209, 05-12 .doc; note verbal.pdf

Dear all,

Please find attached a Note Verbale and the Vacancy Notice for the following post:

**Legal Officer, P-2 (TAC)**  
Office of the Legal Adviser Division

Recruitment Section  
OPCW

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# **ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)**

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

## **V A C A N C Y   N O T I C E**

### **T e m p o r a r y   A s s i s t a n c e   C o n t r a c t**

Post Title:	Legal Officer (P-2)	Date:	23 May 2012
Post Level:	P-2	Closing Date:	07 June 2012
Vacancy Ref:	E-LAO/LO/P-2/T1209/29/05-12	This appointment is for four months, carrying limited benefits. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years.	
Division:	Office of the Legal Adviser		
Branch:	N.A.		

#### Principal Functions

The incumbent is recruited to provide temporary legal support to cover the duties of the Legal Officer, P-2 during a temporary absence.

The incumbent performs the following duties in support of the Legal Advisor and Legal team:

##### 1. General administrative law and personnel matters:

- Drafts legal memoranda and legal opinions on personnel issues, including interpretation of the Staff Rules and Regulations, the Financial Regulations and Rules, and other internal legislation of the OPCW, and assist in preparing legal advice on cases in the internal justice system;
- Reviews draft administrative directives, information circulars and other internal legislative instruments.

2. Contracts for commercial and service matters: reviews contracts for the purchase of goods and/or services to be concluded between OPCW and its vendors (for example, insurance policies, license agreements, maintenance contracts, lease agreements) and drafts the Legal Adviser's comments on them; follows up legal aspects of implementation of the above contracts, drafting the Legal Adviser's opinion; represents the Legal Adviser in meetings on negotiations or dispute settlements and provides advice; oversees LAO recording of contracts and international agreements to ensure accuracy of LAO archive.

3. Legislation, cooperation and legal assistance (Article VII of the CWC): reviews draft legislation submitted to the Legal Adviser for comments and drafts the Legal Adviser's legal advice/comments; provides advice to National Authorities/legislators in Member States on CWC obligations and different legislative approaches; assists in the formulation and development of new initiatives to assist States Parties with expediting legislation; develops and drafts explanatory documents and guidelines to include in the LAO publication to assist States Parties in preparing their implementing legislation; oversees recording of submissions by States Parties under Article VII(5) to ensure accuracy of status reports in OPCW documents; inspects, evaluates and analyses national legislation submitted by Member States in order to select relevant portions for inclusion in updates to the LAO's Survey of National Implementing Legislation.

4. Legal aspects of the CWC: represents LAO in OPCW training courses or lectures to the public, delivering presentations on legal aspects of the CWC; drafts explanatory documents or guidelines on legal aspects of the Convention for the OPCW website and disseminates them in training courses or lectures; represents the OPCW in meetings with other Secretariats to develop the joint checklist of obligations of multilateral chemicals regimes.

5. Credentials: provides oral advice to the Protocol Branch and/or delegations on credentials of Representatives of Member States to the OPCW or OPCW organs; serves as Substantive Officer and Secretary in meetings of the Credentials Committee during sessions of the Conference

#### Requirements

##### Knowledge and skills:

- Advanced University degree in Law, preferably with specialisation in Public International Law or International Administrative Law, in addition to a first degree in Law, a first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree;
- Excellent communication skills – both written and oral; good negotiation skills;
- Proficiency in legal drafting skills;
- Strong analytical skills and ability to conduct legal research;
- A well developed sense of judgement;
- Ability to plan and organise, and to work under pressure of time and urgent deadlines;
- Flexibility and problem solving skills;
- Tact and discretion;
- Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Ability to temporarily perform principal functions listed with emphasis on drafting legal opinion and supporting legal operations in contracts, human resources and in international agreements.

##### Experience:

- At least two years of experience at international or national level, with emphasis on Public International Law or International Administrative Law, with an advanced degree or four years relevant experience with a first level degree;
- Knowledge of the legal aspects of the United Nations common system;
- Experience in the UN common system or in the OPCW would be an asset.

##### Languages:

of the States Parties: receiving credentials, drafting the Director-General's memorandum, the Committee's Report, the Chairman's script and providing advice to the Committee Chairman and members.

6. **General:** provides general legal advice as necessary on issues relating to the interpretation of the CWC as well as the functions, structure, activities, and legal status of the OPCW.

7. Performs other duties including administrative tasks related to the above, as required.

- Fluency in English is essential and an ability to conduct negotiations in another official language of the OPCW (Arabic, Chinese, French, Russian and Spanish) is desirable;

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the May 2012 rate of 54.3%.

Annual Salary (US dollars)	\$46,730
Post Adjustment	\$ 25,374
Total Salary	\$ 72,104

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at [www.opcw.org](http://www.opcw.org), due to technical problems, are requested to send an e-mail to [Recruitment@opcw.org](mailto:Recruitment@opcw.org) explaining the problem.

Only applications received before the closing date will be considered.

Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

There are job advertisements and offers that falsely state that they are from the OPCW. Please be aware that the OPCW does not request any payments or require any financial information (bank account details, credit card numbers) from you at any stage of the application and review process. If you are contacted with these requests, please contact [Recruitment@opcw.org](mailto:Recruitment@opcw.org) and notify us at once.

16 May 2012/Hema

# FAX

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



Date:	23 May 2012	Ref.:	NV/ADM/HRB/oa/128137/12
To:	Member States	Fax No:	
From:	Carin Andersson <i>Carin Andersson</i> Human Resources Officer (Recruitment)	Fax No:	+ 31 70 416 3790
Subject:	Legal Officer, P-2 (TAC)		
Number of pages being transmitted including cover page: 4			

Please see attached a Note Verbale and the Vacancy Notice for Legal Officer, P-2 (TAC)

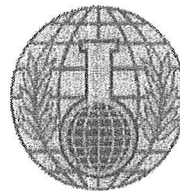
Please note that full details of the vacancy as well as the OPCW Personal History Form are also available on our website [www.opcw.org](http://www.opcw.org).

## PRIVACY NOTICE

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ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



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NV/ADM/HRB/oa/128137/12

The Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) presents its compliments to the Permanent Representations and Ministries of Foreign Affairs of the Member States of the OPCW and has the honour to draw attention to the enclosed vacancy notice:

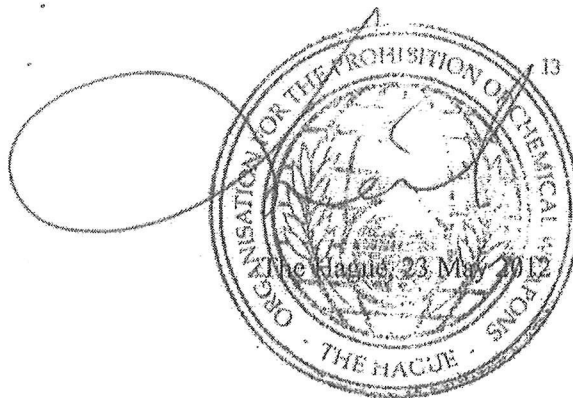
Legal Officer, P-2 (TAC)  
Office of the Legal Adviser

Notice of candidature for the above post should reach the Organisation by 07 June 2012.

Following the implementation of the Organisation's online application system, candidates are strongly advised to submit their applications for this vacancy online through the Organisation's website: [www.opcw.org](http://www.opcw.org).

The Secretariat wishes to emphasise that it encourages Member States to include suitably qualified and experienced female applicants amongst the nominations they will be forwarding for this post.

The Secretariat of the Organisation for the Prohibition of Chemical Weapons thanks the Permanent Representations and Ministries of Foreign Affairs of Member States of the OPCW for their assistance in this regard and avails itself of this opportunity to renew to them the assurances of its highest consideration.



Embassies and Ministries of Foreign Affairs of Member States to the  
Organisation for the Prohibition of Chemical Weapons