



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

John de Witte, 12, 2017, De Wijk, The Netherlands

VACANCY NOTICE

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Principal Functions

Under the supervision of the Legal Advisor (Director), the Senior Legal Officer performs the following functions:

1. Provides advice and assistance on all legal and related issues to members of the Management Board and other members of the Technical Secretariat, including by preparing or supervising the preparation of legal opinions on the interpretation of the Chemical Weapons Convention, related international treaties and instruments, opinions and decisions of international courts and tribunals, Staff Regulations and Rules, Financial Regulations and Rules, Administrative Directives, Disposition Circulars and other internal legislation of the Organisation;
2. Prepares briefs and replies for the litigation of cases brought against the Organisation by staff members, in claims brought by staff parties, and to appeals to the International Labour Organisation Administrative Tribunal;
3. Negotiates and prepares, and assists other members of the Technical Secretariat in the negotiation of, commercial contracts and other agreements between the Organisation and suppliers of its goods and services to the Organisation;
4. Provides and supervises the provision of legal advice, upon request, to States Parties on issues related to the domestic implementation of the Chemical Weapons Convention and, as requested, conducts training for officials of the States Parties on domestic implementation of the Convention;
5. Provides legal advice to the Policy Making Organs, including direct and on-the-spot answers to questions raised during meetings of the Policy Making Organs;
6. Negotiates and prepares, and supervises the preparation and negotiation of, agreements and arrangements between the Organisation and the Member States;
7. Monitors the implementation of the Headquarters Agreement and, as necessary, undertakes consultations with the Host Country;
8. Assists the Legal Advisor in establishing effective procedures for ensuring consistency of applications of legal advice provided by the Legal Advisor's Office to member States, the Management Board and other members of the Technical Secretariat, and other relevant bodies;
9. Coordinates, prepares and presents relevant reports for workshops and seminars related to the OPCW and the CWC and, as required, represents the OPCW at meetings and activities organised by other bodies;
10. Reviews and advises on relations with other international organisations, the negotiation of relationship agreements and memoranda of understanding (MOUs), and participation in projects with such organisations;
11. Performs other duties as required.

Requirements

Qualifications and Skills

- Advanced university degree in Law, with specialisation in International Law; Discretionary or Administrative Law, in addition to a first degree in Law;
- Excellent communication skills – both written and oral; and good negotiation skills;
- Excellent legal drafting skills with a proven ability to review and edit the work of others;
- Strong analytical skills and proficiency in legal research, with a proven ability in developing innovative and creative solutions to complex and novel legal issues and policy initiatives;
- Leadership skills, maturity and good judgement;
- Strong planning and organisational skills, and ability to work under pressure of time and urgent deadlines;
- Flexibility and problem-solving skills;
- Team discipline and the ability to work harmoniously in a multi-cultural environment.

Experience

- At least 10 years of progressively responsible experience in international organisations and/or government service, in the areas of International Law; Discretionary or Administrative Law;
- Knowledge of the legal aspects of the United Nations common system, including the case law of International Administrative Tribunals;
- Experience in the UN common system or in the OPCW would be an asset.

Language

- Fluency in English and a good working knowledge of one other official language of the OPCW (Arabic, Chinese, French, Russian, and Spanish);
- Ability to conduct negotiations in English and in another official language of the OPCW would be an asset.

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS

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NV/ADM/HRB/ep/126951/12

OPCW

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www.opcw.org

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

Senior Legal Officer, P-5
Office of the Legal Adviser

Notice of candidature for the above post should reach the Organisation by 23 March 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.

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 Ministers 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.



The Hague, 24 February 2012

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

Sabahat Kuday

From: Turkish Embassy in the Hague
Sent: Salı 28 Şubat 2012 10:48
To: Sabahat Kuday
Subject: FW: Senior Legal Officer, P-5

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Attachments: NV- Senior Legal Officer.pdf; VN- Senior Legal Officer.pdf



NV- Senior Legal Officer.pdf (...)

VN- Senior Legal Officer.pdf (...)

-----Original Message-----

From: Kamilla.Pietrzniak@opcw.org [mailto:Kamilla.Pietrzniak@opcw.org] On Behalf Of Recruitment@opcw.org
Sent: Monday, February 27, 2012 5:20 PM
Subject: Senior Legal Officer, P-5

Dear all,

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

Senior Legal Officer, P-5
Office of the Legal Adviser

(See attached file: NV- Senior Legal Officer.pdf) (See attached file: VN- Senior Legal Officer.pdf)

Recruitment Section
OPCW

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This email has been scanned and certified virus-clean upon leaving the OPCW

Handwritten signature

Dr. Z. Yildirim
28/02