Open to External Candidates

Position Title : National Legal Officer
Duty Station : Manila, Philippines
Classification : Ungraded (National Officer/NO-A equivalent)
Type of Appointment : Special Short Term, Three Months
Estimated Start Date : As soon as possible
Closing Date : 09 August 2019

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:
Under the overall guidance and supervision of the Legal Counsel and the Division Head, Contract Division, Office of Legal Affairs (LEGCR), and under the direct supervision of Unit Head, Manila Unit, LEGCR, in coordination with the Office of Legal Affairs at Headquarters and its Panama Unit, the successful candidate will be responsible on various legal aspects of the organization such as but not limited to processing, drafting, negotiating and reviewing contracts and dealing with contractual disputes.

Core Functions / Responsibilities:
- Review contracts and agreements necessary for the development and implementation of IOM projects.
- Provides legal advice on the terminating agreements and contracts and on the contractual disputes.
- Assist the LEG Contract Division in developing new contract templates and improving existing templates.
- Draft research papers on various legal issues.
- Perform other duties and responsibilities as required.

Required Qualifications and Experience
Education
- University degree in Law from an accredited academic institution, with relevant professional experience in administrative support in legal department; exposure in international organization an advantage.
Experience

- Excellent knowledge in all matters of law related to the field of work, which can range from corporate companies to non-government organizations;
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders and agency rules;
- Excellent analytical and decision making skills;
- Excellent negotiation and communication skills;
- Experience in reviewing contracts, legal documents, papers or speeches and developed research skills and knowledge of migration issues an advantage.

Languages

Fluency in English is required. Working knowledge of French and/or Spanish an advantage.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators level 2

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

How to apply:

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience or a duly completed IOM Personal History Form. To access the form, please visit https://www.iom.int/sites/default/files/vacancy/MAC/iom-personal-history-form1.xlsx

Interested applicants may send their applications to machrsupport@iom.int no later than 09 August 2019. DR and Position Title (DR – National Legal Officer) should be specified in the SUBJECT field.

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.
Posting period:

From 26.07.2019 to 09.08.2019