

Junior Professional Officers (JPO)

I. General Information:

Title:

Associate Legal Specialist

Sector of Assignment:

Business and administrative management

Country:

Panama

Location (city):

Panama

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Regional Legal Advisor

Content and methodology of supervision:

Daily support and guidance

Weekly Meeting with supervisor

Quarterly feedback session on performance against established work plan

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

- Assist in providing advice on institutional and commercial matters through support to headquarters units and country offices in Latin America and the Caribbean (80%), including:
 1. Review and advising on commercial contracts (for services and goods);
 2. Review and advising on financing and other operational agreements;
 3. Review and advising on commercial claims;
 4. Preparation of training materials and assistance with training programmes for headquarters and country offices on institutional and commercial matters, as required;
 5. Preparation of initial drafts of legal opinions and legal research and analysis on

institutional and commercial legal issues, including regarding mandates and authorities, intellectual property matters, issues related to the use of the name and emblem of UNDP;
6. Represent the Regional Legal Advisor in relevant UNDP meetings, when required;
7. Travel on mission as required;

- Perform other related functions as requested by the Regional Legal Advisors (20%).

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Advanced degree in law; specialization in international law, commercial law and/or administrative law.

Excellent analytical skills and sound judgment; Excellent communication skills, oral and written;

Excellent interpersonal skills and personal maturity; Sense of initiative;

Integrity and probity.

Languages: Proficiency in Spanish and English, knowledge of Portuguese and French will be appreciated

Work Experience (at least 1 to 2 years relevant work experience):

Minimum of 2 years legal experience with a private law firm, a government or international organization;

Admitted to Legal Practice in at least one national jurisdiction.

Key Competencies of the assignment:

Basic Knowledge of UNDP Financial Regulations and Rules, UN/UNDP Institutional Framework and Operational Policies and Procedures;

Client orientation, with constructive approach to resolution of problems, timely support and respect of deadlines;

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...

-a good working knowledge of legal issues pertaining to agreements, contracts, privileges and immunities, claims and personnel in an international environment.

-in the course of the orientation, the Regional Centre (RC) will facilitate training in close collaboration with human resources and other departments within UNDP with whom the RC and the Legal Support Office works in close collaboration.

-training and learning activities will be organised as needed, taking into account the incumbent's interests and areas in which the JPO already had knowledge.

VI. Background Information:

The Regional Centre in Panama was created in 2008 to provide technical assistance to UNDP's Country Offices along Latin America and the Caribbean. The legal support is part of such assistance and is in charge of a Regional Legal Advisor (RLA). The RLA has a delegation of authority from the Director of UNDP's Legal Support Office (LSO). LSO works closely with the UN Office of Legal Affairs (OLA) to help provide and coordinate legal and related police support services for UNDP Headquarters and Country Officers.

VII. Information About Living Conditions at the Duty Station:

Panama - Family Duty Station