



DEPARTMENT OF LEGAL AFFAIRS

JOB DESCRIPTION

I. General Information

Post Title	Legal Officer
Department	Department of Legal Affairs / General Legal Division
Reporting to	Chief, General Legal Division
Location	Currently Jerusalem
Languages (required)	English
Languages (desirable)	Arabic

II. Job Summary

Working within the General Legal Division, Department of Legal Affairs, under the direct supervision of the Chief, General Legal Division and, generally, the Legal Adviser, assists in the provision of relevant legal advice and analysis on questions and issues including but not limited to contracts, procurement, disciplinary and recourse matters.

III. Description of Main Responsibilities

- Provide legal advice within the Division/Department, including the preparation of memoranda and correspondence;
- Undertake legal research and legal interpretation of applicable jurisprudence as well as Agency staff, financial and other internal regulations;
- Prepare and review of the legal aspects of agreements, contracts and other legal instruments creating legal obligations entered into by the Agency;
- Analyse and assist in the preparation of Agency submissions relating to the internal administration of justice;
- Assist the Secretary of the Headquarters Contracts Committee;
- Such other duties as may be assigned from time to time.

IV. Required Qualifications, Skills and Experience

- Full admission to practice law in a recognised jurisdiction, with 2-5 years of experience in administrative and commercial law gained in the private sector or governmental service;
- Full command of written and spoken English is essential, working knowledge of other languages is welcome and desirable;
- Excellent interpersonal and negotiation skills;
- Computer literate and fully skilled in Microsoft Office environment;
- Ability to work with minimal administrative support.

V. Other Desirable Qualifications and Skills

- Relevant experience in legal systems of emerging countries or governments;
- Knowledge of Arabic would be an advantage.