LEGAL COUNSEL

DUTY STATION: Sarajevo

GRADE: 10

CONTRACT TYPE: International

BACKGROUND:

The Office of the High Representative is entering its final phase of operations, and is expected to close in June 2008 (pending a political decision by its board, the Peace Implementation Council – the PIC). The Legal Counsel is expected to take on the day-to-day issues listed in these terms of reference, alongside the one-off issues related to the closure of a diplomatic organisation, and the matters arising as a result of this closure. The Legal Counsel will be expected to remain during the liquidation phase of the organisation likely to last for 5-6 months after the formal closure. All dates are subject to PIC confirmation.

PURPOSE AND SCOPE OF POSITION:

The Legal Counsel will be under the general supervision of the Senior Deputy High Representative and under the direct supervision of the Head of the Legal Department. He or she will work in close collaboration with the Resources Department (Finance, Administration, Personnel and Security) and will receive direct tasking from the Director of this department. He or she will also work with other Departments or Sections that may from time to time require legal advice.

DUTIES AND RESPONSIBILITIES:

The Legal Counsel will be responsible for, but not necessarily limited to the following assigned duties:

- Advising on all issues related to the diplomatic status of OHR, including its immunities and privileges;

- Advising on Labour Law issues between the OHR and its national and international staff;
- Preparation and execution of Memoranda of Understanding between the OHR and various other parties;
- Review of employment and service contracts;
- Disciplinary procedures (in liaison with the Resources Department);
- Investigation of breaches of the anti-discrimination and anti-harassment policies of the OHR;
- Dealing with third party claims against OHR arising out of contracts and accidents;
- Dealing with contractual relations between the OHR and third parties generally;
- Advising generally as to best practice to be adopted with a view to preventing legal disputes involving the OHR;
- Actively pursuing and completing any open or new cases where legal or other disputes have already arisen;
- Any other work that is assigned by the Head of Legal Department, including but not limited to the day-to-day work of the Legal Department.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS:

- At least 7 years post-qualification professional practise in Law and experience in the relevant areas of responsibility;
- Work experience in a not-for-profit organisation, ideally within a diplomatic and/or political environment;
- Comprehensive understanding of issues related to the immunities and privileges contained within the Vienna Convention;
- Significant experience of employment related legal issues;
- Excellent written and spoken English, equivalent to that of a mother tongue;

- Computer literacy;
- Ability to work with flexibility in a multi-disciplinary and multi-cultural international organisation.

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771 E-mail: application@ohr.int

Reference number: 2007/27 must be quoted
Closing date for applications: 15 May 2007

Only short-listed candidates will be contacted
No telephone inquiries please