

## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Legal Officer, NOC
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Legal Unit
Location:	Bogotá, COLOMBIA
Posting Period:	06 December 2022 to 04 January 2023
Job Opening Number:	UNVMC-NJO-2022-046. Fixed-Term for one year with possibility of extension

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP** is **properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.:<https://www.youtube.com/playlist?list=PL-8SckVjg-e3073SwTDG1VQf1oLTWfUQ4>

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

### **Organizational Setting and Reporting Relationships:**

This position is located in the Legal Office Unit in the United Nations Verification Mission in Colombia (UNVMC). The incumbent will report to the Senior Legal Adviser and will be responsible for the following duties:

- Prepares or assists in the preparation of legal advice on the transitional justice system (SJP), its advances and any relevant matter that would be of interest for the Mission's mandate. Liaises with SJP counterparts and observes SJP proceedings, as appropriate.
- Assists in preparation of or provides legal opinions and advice on a wide range of legal issues affecting UNVMC's mandate and activities, including public international, private and administrative law matters, and in particular on the identification, interpretation and application of constitutional, transitional justice and other national laws, legislative instruments, court procedures and local legal protocols and practices as they affect the Mission or the mandate.
- Provides or assists in the provision of advice on: the interpretation of the Mission's mandate, the legal status of the Mission and its members, including in areas such as privileges and immunities, matters relating to international law, including international humanitarian law and international criminal law, as appropriate; on administrative, personnel and contractual matters, including issues relating to the accountability of personnel, procurement matters, third party claims, as well as legal questions involving the interpretation or application of UN regulations and rules.
- Prepares or assists in the preparation and review of draft agreements, institutional and operational modalities, contracts, legal submissions and other legal documents and assists and participates in negotiations for the settlement of claims and disputes.
- Provides legal support to UNVMC regional and local teams on transitional justice and the application of constitutional and other national laws.
- Establishes and maintains or assists in establishing and maintaining effective coordination and working relations with national authorities, including Government representatives, local tribunals, public entities and agencies, and participates at meetings, discussions and negotiations with such local entities and individuals as required.
- Participates at meetings and discussions with other Mission offices, other UN agencies funds and programmes, and participates in administrative Committees, including in relation to the procurement process, claims and property management, and on ad hoc working groups, task forces and training activities, as assigned by the Chief of Legal Affairs Unit.
- Conducts legal research and analysis using multiple research sources, translates and interprets local laws and legal documents, as required, and prepares or assists in the

preparation of legal opinions, studies, briefs, background papers, reports, and correspondence.

- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all performed tasks.
- Performs other duties, as assigned

### **Competencies:**

**Professionalism:** Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents. Knowledge of various legal research sources, including electronic, and ability to conduct research and analyze information on a wide range of legal issues. Knowledge of the civil law and/or common law legal systems and principles. Ability to interpret and apply legislative instruments, develop and present results, recommendations, and opinions clearly and concisely. Ability to draft legal papers and work under pressure. Ability to apply good legal judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Teamwork:** Works collaboratively with colleagues to achieve organisational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

### **Education:**

Advanced university degree (Master's degree or equivalent) in law or relevant specialized field of law. A first-level university degree in combination with two (2) years of qualifying experience may be accepted in lieu of the advanced university degree is required.

### **Experience:**

A minimum of five (05) years of progressively responsible professional experience in law, including legal analysis, research, and writing is required.

Work experience in international organizations or public service is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required.

**NOTE:** Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.