
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA (UNVMC)

JOB OPENING

Internal / External

Job Title & Level:	Legal Officer, NO-C
Department/Office:	UN Verification Mission in Colombia (UNVMC) UNVMC/ Legal Affairs Unit
Location:	Bogota, COLOMBIA
Posting Period:	30 August – 5 September 2021
Job Opening Number:	UNVMC-NJO-2021-017 – Temporary Appointment until 31 December 2021.

IMPORTANT NOTE:

In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.

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 may send your application to the following e-mail address: mcrecruitment@un.org.

Please be advised that only applications using the UN P11 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.

If you are an internal candidate with a Fixed Term 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.

Only Colombian Nationals are eligible to apply for this National Job Opening.

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>

[//www.youtube.com/playlist?list=PL-8SCKVjg-e3073SwTDG1VQf1oLTWfUQ4](https://www.youtube.com/playlist?list=PL-8SCKVjg-e3073SwTDG1VQf1oLTWfUQ4)

Organizational Setting and Reporting

This position is located in the Legal Affairs Unit of the United Nations Verification Mission in Colombia (UNVMC) and incumbent report to the UNVMC Senior Legal Officer.

Responsibilities

Under the supervision and overall coordination of the Senior Legal Officer and within the limits of delegated authorities, the Legal Officer may be responsible for the following duties:

- Preparation or assistance in the preparation of legal advice on the transitional justice system (JEP), its advances and any relevant matter that would be of interest for the Mission's mandate. The position will also liaise with SJP counterparts, observe SJP proceedings as appropriate.
- Assists in preparation of or provides legal opinions and advice on a wide range of legal issues affecting the United Nations Mission's mandate and activities, including public international, private and administrative law matters, transitional justice issues and in particular on the identification, interpretation and application of constitutional and other national laws, legislative instruments, court procedures and local legal protocols and practices as they affect the Mission or the mandate.
- Provision of legal support to UNVMC regional and local teams.
- Maintenance of systematic and accurate records of all legal UNVMC information and documentation.
- Provides or assists in the provision of advice on and conduct of extensive legal research and analysis and prepare studies, comparative studies, briefs, reports and correspondence 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 and Status of Mission Agreements; on legal aspects of the Mission's operational activities, including preparation or assistance in the preparation of legal opinions/advice on a wide range of international public or private law issues, matters relating to international law, including international humanitarian law, international criminal law, human rights and transitional justice; 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.
- Extensive review of legal documents, instruments, or other material with a view to identifying important issues, similarities, and inconsistencies, etc.
- Establishes and maintains or assists in establishing and maintaining effective coordination and working relations with national authorities, including Government representatives, Special Jurisdiction for Peace, other national tribunals, public entities and agencies, and participates at meetings, discussions and negotiations with such local entities and individuals as required. Representation of the UNVMC in meetings and public events, as required. Organization of public events.
- Performance of other duties, as assigned.

Core Values:

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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

Respect for diversity: Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

Competencies:

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive

partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education: Advanced university degree (Master's degree or equivalent) in Law. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of (5) five years of progressively responsible experience in law, including legal analysis, research, and writing is required.

Experience in International organizations is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. Fluency in English and Spanish (both oral and written) is required

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.

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.