



Call for Expression of Interest

Post Title:	Legal Associate	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/07/LGCO/2019	Start Date:	As soon as possible
Department:	Office of the Legal Counsel	Duration:	12 months
Contractual Status:	Service Contract	Deadline for Applications:	27 March 2019

DUTIES AND RESPONSIBILITIES

The **World Tourism Organization (UNWTO)** is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

UNWTO is currently looking for a **Legal Associate** for the **Office of the Legal Counsel**. The Office of the Legal Counsel is responsible for advising on UNWTO's legal framework to avoid legal risks and protect the Organization from any potential liability, verify agreements, contracts and other legal documents, prepare legal opinions/advice for Management and Governing Bodies, provide legal security and clarity of UNWTO's legal framework and documents, and adopt procurement practices.

Under the supervision of the Legal Counsel, the incumbent performs the following duties:

1. Compiles and organizes legal information and legal reference materials from various sources for legal reports, work plans, studies, briefings, meetings/conferences, etc.;
 2. Provides general office support services; drafts, edits, proofreads and finalizes for signature and/or process a variety of legal correspondence and other legal communications;
 3. Assists with the preparation and filing of submissions to the appeals tribunal;
 4. Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc. on legal matters;
 5. Handles, or refers to the appropriate personnel, a variety of verbal and written inquiries from internal and external parties, including providing information on processes and procedures related to specific legal activities, instruments, etc.;
 6. Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers legal and other inquiries to appropriate personnel for handling;
 7. Assists in the preparation of legal documents for electronic storage, access and circulation/publication, including document scanning and conversion, review of content and extraction of key data and text excerpts for categorization and indexing purposes, etc.;
 8. Sets up and maintains legal reference files/records (electronic and paper) for the Office; updates and maintains distribution lists; monitors, prepares and distributes legal materials and reports; handles arrangement for printing and translation as necessary;
 9. Updates the Office of the Legal Counsel's Intranet section;
 10. Performs other duties as required.
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REQUIREMENTS

- Academic**
- Completion of secondary education, preferably supplemented by university courses in a field related to the activities of the Office;
- Experience**
- Minimum of two years of progressively responsible professional experience in the field of law or a field related to the activities of the Office.
- Languages**
- Fluency in English is essential;
 - Good working knowledge of another of the official languages of the Organization (Arabic, French, Spanish or Russian) is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 7.
- Other Skills and Competencies**
- Knowledge and related experience in international law and multilateral vocation is an advantage;
 - Knowledge of the legal aspects of the United Nations common system would be a strong asset;
 - Excellent communication skills, both written and oral;
 - Demonstrated ability to conduct legal research;
 - A well-developed sense of judgement;
 - Ability to plan and organize, and to work under pressure of time and urgent deadlines;
 - Tact and discretion;
 - Ability to work harmoniously in a multicultural environment.

Remuneration and Other Conditions The monthly remuneration of the selected candidate would be **EUR 1,400**. The Service Contract holder will be affiliated to the UNWTO health insurance plan (co-shared scheme in conformity with the Organization's procedures).

Application Procedure Interested applicants are requested to complete the [Online UNWTO Personal History Form](#). Please note that UNWTO will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.

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- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
 - Short-listed candidates may be asked to take a competitive exam and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose;
 - **There is no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.**