



Call for Expression of Interest

Post Title:	Legal Specialist	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/20/LGCO/2019	Start Date:	As soon as possible
Department:	Office of the Legal Counsel	Duration:	12 months
Contractual Status:	Service Contract	Deadline for Applications:	23 May 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 Specialist** 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. Conducts research on assigned issues, using existing legal files and alternative sources; verifies facts, identifies citations, precedents, issues to be addressed and drafts statements of findings, for review of the supervisor;
 2. Independently manages contract negotiations with other UNWTO departments and external stakeholders, drafts amendments to standard contracts and reviews agreements and Memoranda of Understanding (MoUs) against existing rules and regulations;
 3. Independently handles a variety of relatively complex verbal and written inquiries, including the provision of detailed information on processes and procedures related to a range of legal activities, instruments and issues; liaises with other personnel to obtain or provide relevant information, or discuss a course of action;
 4. Provides support in the preparation of legal briefs/memoranda in relation to cases before the ILO Administrative Tribunal and staff members' requests for review of administrative or disciplinary decisions; assists in the provision of relevant documentation for particular cases; independently prepares correspondence with relevant bodies;
 5. Services various committees and meetings, prepares minutes and reports, relevant documentation and draft summaries, establishes logs and coordinates draft responses; tracks status of meetings and monitors follow-up actions;
 6. Provides general administrative support to the Legal Counsel by drafting correspondence, reports and other related documents, some of these highly confidential or of a delicate nature;
 7. Manages individual case files, maintains and updates related correspondence and other documentation;
 8. Performs other duties as required.
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REQUIREMENTS

- Academic**
- University degree in law, preferably with specialization in international law or administrative law.
- Experience**
- Minimum of three years of progressively responsible professional experience in the field of international law or a related field.
- Languages**
- Fluency in English is essential;
 - Fluency in Spanish is a strong asset;
 - Good working knowledge of another of the official languages of the Organization (Arabic, French or Russian) is an asset.
- Computer Skills**
- Computer literacy in Microsoft Office software and Windows 7.
- Other Skills and Competencies**
- Excellent communication skills, both written and oral;
 - Good negotiation skills;
 - A well-developed sense of judgment;
 - Ability to plan and organize, and to work under pressure of time and urgent deadlines;
 - Flexibility and problem-solving skills;
 - Tact, discretion and respect for confidentiality;
 - Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
 - Knowledge of the legal aspects of the United Nations common system is a strong asset;
 - Previous experience in the United Nations or another international organization is an asset.

Remuneration and Other Conditions The monthly remuneration of the selected candidate would be **EUR 2,200**. 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.**