



**UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA**

***Associate Legal Officer (UNRWA Dispute Tribunal)
Consultant***

Grade: P-2

Duty Station: HQ Amman

Duration: Present to 31 December 2017

Under the direct supervision of the Registrar and the overall guidance and supervision of the Judge in judicial matters, the Associate Legal Officer (UNRWA Dispute Tribunal) provides substantive and technical legal support to the Registrar and the Judge of the UNRWA Dispute Tribunal in the discharge of their functions in accordance with the Statute, Rules of Procedure and any Practice Directions of the UNRWA Dispute Tribunal. In accordance with the established Agency policy and procedures, the incumbent will:

Primary Duties and Responsibilities

- Assist and provide advice to the Judge by providing legal research, analysis and summaries of appeals submitted to the UNRWA Dispute Tribunal, as required, and legal analysis of the UNRWA Dispute Tribunal's procedures as well as assisting in the preparation of orders, judgments and reasons for judgment, taking account of past precedents, including United Nations Appeals Tribunal and United Nations Administrative Tribunal jurisprudence, as appropriate;
- Assist the Registrar in providing substantive, technical and administrative support in respect of the functioning of the Registry and the UNRWA Dispute Tribunal;
- Assist the Registrar in analyzing implications of emerging issues in and affecting the Registry and to develop strategies and measures to address them;
- Advise the Registrar on legal and judicial developments in the UN system, in particular in the administration of internal justice;

- Assist the Registrar in maintaining the UNRWA Dispute Tribunal's case law and jurisprudence database.

Professional Knowledge and Experience

- A university degree in law preferably with a focus on administrative law;
- At least two years' experience as a practicing lawyer or as a legal adviser in a public or business organization or institution, including experience in administrative law or related field;
- Excellent knowledge of written and spoken English.

Competencies

- Excellent interpersonal skills, mature, independent, disciplined, loyal, self-confident and self-assured;
- Excellent communication, negotiation skills and demonstrated ability to handle sensitive situations diplomatically;
- Excellent legal research and writing skills;
- Ability to work under pressure and within a team;
- Flexible, able to assess and analyse situations quickly, objectively and prudently;
- Ability to establish priorities and to plan work assignments.

Desirable Qualifications

- Advanced degree in law;
- Experience in applying knowledge of international administrative law;
- Knowledge of staff rules relevant to UNRWA or other United Nations common system agencies.

Remuneration

- Flat fee of \$4,000 per month.

Application

- Send CV to Registrar-unrwa.dt@unrwa.org