

Job Description for Professional Posts

Position and Grade:	Associate Legal Officer (P2)
Organizational Unit:	Office of Legal Affairs Offices Reporting to the Director General Nuclear and Treaty Law Section
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Office of Legal Affairs (OLA), which reports directly to the Director General, was established to provide legal services of the highest possible standard to the Secretariat and the organs and bodies of the IAEA, as well as to Member States, regarding the implementation of the IAEA's activities. There are three Sections in OLA, each responsible for a different field: the General Legal Section, the Non-Proliferation and Policy-Making Section and the Nuclear and Treaty Law Section.

Main Purpose

Reporting to the Section Head and under the guidance of Legal Officers in the Section, the Associate Legal Officer carries out research and drafts general legal briefs on a range of assignments covering all areas of the Nuclear and Treaty Law Section of OLA.

Role

The Associate Legal Officer (JPO) is a *team member*, working collaboratively with the Section Head and all staff of the General Legal Section, and an *analyst* carrying out benchmarking and drafting summaries.

Partnerships

The Associate Legal Officer (JPO) participates in meetings and meets individually with all staff, as necessary. She/he also may discuss background of issues or cases with other IAEA staff as required.

Functions / Key Results Expected

Carry out in-depth research and benchmarking to review and provide input to legal studies and reports.

Provide initial drafts of legal opinions and contribute ideas and analysis to larger studies or opinions.

Research and prepare drafts on legal issues relating to IAEA functions, structures and activities. Issues may be general or related to specialized aspects of constitutional, international, public, private and administrative law.

Select and analyse international and national legal materials for the preparation of reports or studies.

Provide preliminary interpretation of legal instruments, such as constitutions, statutes, treaties, agreements, regulations and rules, resolutions or other legal materials.

Give legal advice on issues of limited scope, such as the application of laws or administrative rules and regulations.

Provide secretariat services to committees and bodies by: preparing background materials, reports, papers and other documents; synthesizing views and practices on particular issues.

Competencies and Expertise

Core Competencies		
Competence	Occupational Role	Behavioural Indicator
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen and understand the perspective of others and proposes solutions.
Achieving Results	Individual Contributor	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports team decisions.
Planning and Organizing	Individual Contributor	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans.

Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Analytical Thinking	Associate	Gathers and analyses information, identifying critical relationships and patterns among data and proposes workable solutions.
Knowledge Sharing and Learning	Associate	Actively seeks opportunities to learn by formal and informal means; learns from others, adopting and sharing best practice.
Client Orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.

Expertise	
Expertise	Description
International Law	The candidate must have knowledge and experience in one or more of the following areas of law: international law, administrative law and contract law.
Administrative Law	The candidate must have knowledge and experience in one or more of the following areas of law: international law, administrative law and contract law.
Contract Law	The candidate must have knowledge and experience in one or more of the following areas of law: international law, administrative law and contract law.

Education, Experience and Language Skills

- Bachelor's Degree in law with good academic record.
- Advanced degree in law is an asset.
- Ability to practice law with a master's degree in law or admitted to practice in a national bar or equivalent.
- At least two years of relevant experience in any field of law.
- Fluency in written and spoken English. Knowledge of another official IAEA language (Arabic, Chinese, French, Russian, Spanish) is an advantage.