



Legal Adviser-180495

Primary Location Belgium-Brussels

NATO Body NATO Communications and Information Agency (NCI Agency)

Schedule Full-time

Salary (Pay Basis) 10,529.88Euro (EUR) Monthly

Grade A.6

Description

We are NATO's technology and cyber arm. Our mission is to connect Forces, Nations and Allied Nations 24/7. In today's climate we are developing stronger tools to counter cyber and hybrid attacks to protect NATO's 1 billion citizens.

You, as a member of the Agency Executive team, will be responsible to the General Manager for legal and policy advice on the entire operational and international spectrum.

You will operate in a fast-paced and exceptionally complex and dynamic international environment. This complexity arises primarily from the contractual host nation activity of the Agency and is compounded by contracting with competing industrial and governmental bodies.

Additional and significant complexity is inherent in the work due especially to the legal intricacies of operating under NATO customer funding. Against this backdrop, you as Legal Adviser/Director of Legal Office will be responsible to plan, develop, maintain and manage the legal affairs of the NCI Agency in the fulfilment of its Chartered mandate.

Role responsibilities:

Under the direction of the General Manager, but largely on your own initiative with a high degree of autonomy, you will perform duties such as the following:

- Provides advice, guidance and information of legal nature to the NCIO Agency Supervisory Board in all relevant matters of national or international nature;
- Provides advice and expertise of legal nature to the General Manager, serving as his principal Legal Adviser and supporting the decision making process while taking into account the related political sensitive implications;
- Negotiates, concludes and monitors international agreements or HNSA between the NCI Agency and NATO and non-NATO member countries, hosting Agency's units/ NATO Military activities across a number of functional areas in a geographical footprint of 30 plus locations;
- Analyses, reviews, and negotiates the development of contracts with NATO and non-NATO customers of the Agency;
- As an executive participant in the NCI Agency senior management board, provides legal subject matter expertise and support to all business areas, including:
 - Cyber Defence implications;
 - Both strategic programmes in AMDC2;
 - Support to Operations and Exercises;
 - Delivery of NATO Enterprise ICT Services;
 - Capabilities Development and Deliveries;
 - Support to Nations and NATO Force Structure;
 - Agency responsibilities as NATO CIS Assets owner;
- Manages the staff of the Legal Office to ensure highest level of quality and customer service orientation in the provision of legal advice to the Organization, defining the vision and establishing the priorities of the Legal Office. This will include, but not be limited to, the preparation of legal texts, internal memoranda and other legal documents, as well as the preparation or review of agreements, Memoranda of Understanding (MOUs) or other legal documents prepared by other NCI Agency Organizational Elements;
- Reviews all contract documents for legal sufficiency, including matters relating to intellectual property rights; export licenses; tax; custom duty

exemption, etc.;

- Provides legal guidance as a standing member of the NCI Agency Contracts Award Board;
- Reviews and negotiates non-disclosure and licensing agreements;
- Provides proactive legal advice on Agency procedures to the Organizational Elements and other managers to ensure, where possible, that Agency actions do not provide cause for dispute or appeal;
- Provides legal advice on Agency civilian and military personnel policies and procedures within a complex Military and Civilian structure/organization;
- Administers Agency's wide NIC appeal cases;
- Provides legal advice on privileges and immunities and prepares required documentation;
- Participates in the development of NCI Agency's procurement policies and procedures as well as providing legal guidance for all contracting matters, particularly contract disputes. This includes the development of Code of Conduct, ethics, fraud and corruption policy;
- Ensures legal aspects are considered in the management of projects within the Organization, overseeing the representation of the Agency's legal interests in various legal fora;
- Contributes with a legal perspective in relevant committees, task forces, boards, panels and working groups inside and outside of the Agency;
- Ensures legal information as well as general legal publications and jurisprudence in the field of international and contractual law are available and accessible through appropriate systems and processes within the Legal Office;
- Represents the Agency in "protest of award" cases and contractual disputes as well as representing the Agency in the complete range of cases brought before the NATO Administrative Tribunal (former Appeals Board) or the NCI Agency Board of Inquiry;
- Reviews invitations for bids, and participates in subsequent contract negotiations;
- Maintains and develops efficient contacts NATO-wide, with external legal offices as well as with other International Organisations, and Host Nations;
- Represent the NCI Agency to external bodies and prepare and present briefings at all levels, as mandated by the General Manager;
- Performs any other duties as may be required.

Professional Contacts:

You will be responsible for:

- Developing a working relationship with appropriate senior-level NATO, national organizations and PfP nation officials to foster information exchange regarding Agency products, services, and capabilities;
- Representing the Agency in assigned NATO Committees, Steering Groups and Boards.

Person specification

Qualifications required:

A university degree in in Law equivalent to a Master Degree at a nationally recognised/certified University.

Experience required:

- In addition to at least 15 years relevant experience in the practice of International Law, including significant experience and progressive responsibility in Contractual Law in an international environment, your experience will include:
- At least five years of experience in the field of Contract Law as related to the implementation of major procurement projects;
- Must be conversant in Contractual Law in an international environment;
- Have a broad knowledge of, experience in, matters relating to intellectual property rights, customer funding, non-disclosure and licensing agreements, and contractual disputes, and be capable of legal analyses of complex documents and reports.

Desirable Experience:

The ideal candidate will possess some or all of the following:

- Experience with commercial and international dispute litigation;
- Experience in dealing with intellectual property rights issues;
- Experience and knowledge of some of the NCI Agency Host Nations' laws;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including the workings of the NATO committee structure or equivalent.

Competencies required:

We are looking for a person who demonstrates the following behavioural competencies:

Management and Leadership – Apply highest level of management and leadership skills. Influences development within the enterprise at highest level by advancing the exploitation of functional area knowledge.

Analytical thinking and effective communication – understands and communicates the potential impact of emerging concepts on the Agency, and analyses the risk of implementing or not implementing such concepts.

Building Effective Teams - Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

Business Acumen - Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting the Agency's business and organisation, knows the competition.

Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Decision Quality – Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

Drive for Result - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

Managerial courage – Doesn't hold back anything that needs to be said; provides current, direct, complete, and "actionable" positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.

Managing Vision and Purpose – Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.

Negotiating - Can negotiate skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.

Organizing - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.

Peer Relationships – Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

Strategic agility – Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

Travel:

Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCI Agency offices.

May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Language skills:

A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.

NOTE: Most of the work of the NCI Agency is conducted in the English language.

Supervisory/Guidance Duties:

You will supervise, administer and give professional guidance to staff. Responsibilities include providing input for staff performance evaluation, development, and training to promote teamwork and delivery of quality services.

Working Environment

Normal office environment.

Contract

NCI Agency normally offers contracts of employment of a definite duration, not exceeding three years. Contracts may be for less than three years as required to support short-term projects, meet uncertainty with respect to the business outlook, staff performance and other factors.

Definite duration contracts may be extended for further periods. When extending contracts, the following is taken into consideration:

- Renewal is in the interest of the Agency.
- Staff member's desire to remain with the Agency.
- The financial situation provides sufficient funding for the post held.
- The skills, competencies and behaviours, potential and work experience of the staff, versus the requirements of the Agency's work and/or availability of funding.
- Staff member has served the Agency with performance to the required standard as defined by the Agency,
- Staff member's deployability to operational theatre.

Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

The first six months of definite duration contracts are a probationary period. During this period the staff member's work is assessed to ensure that he/she has the ability to carry out the duties of the post. At or before the end of the probationary period, the staff member will be notified in writing that the appointment is confirmed or terminated or, in exceptional cases, that the probationary period is extended.

What do we offer?

Excellent tax-free salary, including (where eligible) expatriation household and children's allowances and additional privileges for expatriate staff.

Education allowance for children (where appropriate) and an excellent private health insurance scheme;

Generous annual leave and home leave (if eligible).

Retirement Pension Plan.

To learn more about NCI Agency and our work, please visit our website.

Interview schedule

Final Interviews are planned in Brussels on the 20th and 21st of September 2018.