

TERMS OF REFERENCE

Junior Professional Officers (JPO)

Please indicate if this ToR supersedes a previously submitted ToR:

I. General Information:

Title:

Associate Legal Officer

Sector of Assignment:

Field Legal Office

Country:

State of Palestine

Location (city):

Jerusalem

Agency:

UNRWA West Bank Field Office

II. Supervision:

Name of Supervisor:

Eva Devoldere

Title of Supervisor:

Head, Field Legal Office

Content and methodology of supervision:

(Describe in detail type and manner of supervision, e.g., timing and number of meetings with supervisor; feedback sessions on performance against established work plan)

The Head, Field Legal Office will be responsible for the direct supervision of the incumbent's work and guidance. Exchanges on assignments and progress of work are expected to occur on a daily basis. The Field Legal Office ("FLO") meets on a biweekly basis to discuss pending tasks and priorities. On occasion, the Associate Legal Officer will be requested, on behalf of the Field Legal Office, to refer for technical guidance to the Department of Legal Affairs (DLA) in Headquarters.

The Associate Legal Officer and the Head, Field Legal Office will agree on the Associate Legal Officer's yearly work plan, which will set out priority areas of interest and focus. There will be a formal mid-term and end-of-year review, which will consist of a meeting and an opportunity for both parties to provide feedback. More informal feedback moments can be organized throughout the year.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

(Please include percentages for each duty. Describe briefly the main tasks specific to this assignment and output expectations during the first and second year of assignment)

The Associate Legal Officer, under the supervision of the Head, Field Legal Office, shall provide legal advice and support to the Director of UNRWA Operations, West Bank (DUO), the Deputy Directors for Support and Programmes, Chiefs of Programmes and Heads of Department on a variety of legal matters related to UNRWA's operations in the West Bank including East Jerusalem. Duties and responsibilities shall include the following:

- Provision of legal advice on the interpretation and application of relevant public international law, including UN law, international human rights, privileges and immunities and international humanitarian law, particularly as it relates to protection of and the provision of services to Palestine refugees in the West Bank and East Jerusalem (25 %)

Provision of legal advice on staffing matters, including in relation to employment/administrative law. A particular focus will be placed on support to misconduct investigations and the disciplinary process (20 %);

- Provision of legal advice related to Agency staff in detention; participate in interviews with staff during or after their release from detention and advise on requests for resumption to duty after detention (20%).

- Drafting and negotiation of all types of field-related contractual modalities, including memoranda of understanding with partners, agreements related to use of land, lease agreements and contractual frameworks underpinning Agency projects (20 %);

Draft and review correspondence with the relevant authorities; review reports and new field policies and procedures; review draft press statements and messaging (10 %)

- Perform such other duties as may be assigned (5%)

Output during the first and second year: timely, client-focused, operational and high quality legal advice, aimed at facilitating UNRWA operations in the West Bank and East Jerusalem. The advice and support provided by the Associate Legal Officer will contribute to increased compliance with the Agency's regulatory framework, international law and other obligations such as UNRWA's commitment to abide by neutrality obligations. Lastly, the advice and support provided by the Associate Legal Officer will mitigate legal and other risk exposure.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

(Indicate Master's degree or equivalent in specified development-related discipline, and desired emphasis, if applicable)

Master's degree in law

Work Experience (at least 1 to 2 years relevant work experience):

(Indicate the desired work experience in key areas, if appropriate)

A minimum of 2 years of experience as a lawyer, and/or as legal advisor in a national or international organization, and/or legal researcher.

Key Competencies of the assignment:

(Indicate technical knowledge, professional/language skills)

Excellent English writing and drafting skills. Working knowledge of Arabic is an advantage.

Ability to establish and maintain effective working relationships with others in team environment

A high level of written and verbal communication skills and practical writing experience in a legal context, including ability to present information and data in a clear and instructive manner, combined with excellent skills in legal writing and expression in form of drafting legal opinions, papers and positions.

Strong analytical and evaluative skills combined with good judgment, including ability to apply legal knowledge and practice to strategic, policy and operational objectives.

Ability to thrive in a fast-paced, multi-faceted environment.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...

(Indicate training / learning activities, based on which learning programme will be structured.

Indicate what the incumbent will learn during the assignment, defined in measurable results and broken down by year. Specify what subjects will be taught in the course of the orientation briefing upon JPO's arrival at the duty station.)

At the beginning of their assignment, the JPO will attend a series of induction briefings organized

by the Field Legal Office (FLO) in order to introduce them to the various programmes, departments and operations at UNRWA. In addition, the FLO will provide several short briefings to the JPO to familiarize them with the legal work of the FLO and to provide them with the various legal documents and frameworks that they will work with on a regular basis. Subject to availability, the FLO will nominate the JPO for Agency wide induction and trainings.

Through their work with the FLO, the JPO will receive hands-on training on several key international law issues including privileges and immunities, occupation law, international human rights law and international humanitarian law (IHL). The Israeli occupation of the West Bank is unique from a legal perspective and raises cutting edge issues regarding the IHL on military occupation.

The JPO will also gain first-hand experience and knowledge of the day to day experiences of Palestine refugees living under occupation and in refugee camps by travelling with the Field Legal Office (FLO) to various parts of the occupied Palestinian territories.

The JPO will also gain significant experience in the law of international organizations through their work on providing advice on the day to day personnel and operational issues arising from UNRWA's programmes and service provision. This will be a unique opportunity to gain experience as a UN lawyer, and with all types of legal work a UN lawyer can be confronted.

On the job training and coaching will be given by the Head, Field Legal Office in relevant areas.

VI. Background Information:

(Briefly give background/outline of the programme/projects the JPO will be working on, e.g., history, recent developments, and briefly describe planned developments concerning the programme/projects. Provide some basic information about the office: number of international and national staff in the whole office and in the unit where the JPO will be working, etc.)

UNRWA is mandated to provide assistance and protection to more than five million registered Palestine refugees. Its mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip to achieve their full potential in human development, pending a just solution to their plight. UNRWA's services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance. UNRWA is funded almost entirely by voluntary contributions.

The West Bank (including East Jerusalem) is home to nearly 775,000 registered refugees, around a quarter of whom live in 19 camps. Most of the others live in West Bank towns and villages. UNRWA's West Bank Field Office provides services to these refugees inside and outside camps.

The Field Legal Office is part of the West Bank Field Office, based in East Jerusalem, and currently includes the following positions:

Head Field Legal Office, International Staff Member, Grade P4 1 staff

Legal Officer, Area Staff Member, Grade 16 1 staff

Secretary, Area Staff Member, grade 9 2 staff

Please note that in the online version you will be asked to upload an updated **organigramme**.

VII. Information About Living Conditions at the Duty Station:

(Indicate briefly the main characteristics of the place of assignment)

The JPO will live and work in Jerusalem and/or the West Bank. Generally speaking, the West

Bank is a safe place for international personnel. There are however challenging realities connected to the political context which make for a tense environment, with tensions escalating at certain times of year or at political junctures. Accordingly there are UNDSS and UNRWA security measures in place to ensure the safety and security of all staff and at all times whether on official duty or not.

Approved by:

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