



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Current Title:	Associate Legal Officer	Approved Title:	Associate Legal Officers (Two posts)
Current Classification Level:	P-2	Approved Classification Level:	P-2
Position Number:		CCOG	
Cost Centre:	100% LEB	Position classified by:	
Reports to Position/Grade:	D/LEB	Duty Station:	Montréal
Position Type:	Budgeted	EGR (yes/no):	No
	Supernumerary		

THE ORGANIZATIONAL SETTING

The Legal Affairs and External Relations Bureau (LEB) provides advice and assistance on legal and external relations matters generally and in support of ICAO's Strategic Objectives, to the ICAO Member States, Governing Bodies, President of the Council and the Secretary General, other ICAO Bureaus and Regional Offices. With regard to legal matters, the Bureau is responsible for: the provision of legal advice to the Governing Bodies and the Secretariat on any issue of law, and in particular on international law, and air law; the general development of air law; the review of all agreements and contracts; and the performance of the treaty depositary functions of the Organization. With regard to external relations matters, the Bureau is responsible for: maintaining close and harmonious working relations with Member States; serving as focal point for the Organization's relations with the Host Government; carrying out liaison and protocol functions; and monitoring and providing policy guidance and advice on current political events which might affect ICAO.

The incumbent reports directly to the Director and/or designated Senior Officer, Legal Affairs and External Relations Bureau, who will provide supervision including guidance on procedural matters, delegation and distribution of tasks, and decisions on priorities.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Provides Secretariat support with respect to disputes between Member States under the Convention on International Civil Aviation (Chicago Convention) and other air law instruments, commercial disputes between the Organization and public and/or private entities, and employment-related disputes, achieving results such as:

- Support with monitoring and management of the adjudication proceedings.
- Conduct relevant case law research and prepare legal briefs.
- Assist in providing legal advice on the conduct of proceedings in accordance with the applicable rules (e.g. Rules for the Settlement of Differences, ICAO Service Code).
- Handle relevant correspondence and other documents relating to the disputes.
- Compile and prepare relevant documentation related to meetings/hearings of the Council, arbitral tribunals, Appeals Board, United Nations Appeals Tribunal (UNAT) and/or other bodies.

Function 2 (incl. Expected results)

Supports the treaty depositary functions of the Secretary General and the Organization, achieving results such as:

- Analyze a large number of instruments related to air law treaties deposited with the Secretary General, verify that they conform to the final clauses of the treaty concerned and are in accordance with treaty law and depositary practice.
- Handle relevant correspondence and ensure the revision and updating of documents relating to air law treaties.
- Prepare answers to a large number of queries from Member States, International Organizations and members of the public with respect to depositary matters.
- Assist in the implementation of the actions of the Organization for the promotion of ratification of air law instruments (e.g. organization of the ICAO Treaty Event, preparation of treaty-related input for legal seminars).
- Ensure liaison with other international organizations and other Depositaries, as required.
- Assist in servicing treaty ceremonies, including preparation of legal materials, summaries of issues, etc.

Function 3 (incl. Expected results)

Assists in the preparation of legal advice to the Assembly, Council, Secretariat, Member States of ICAO, other organizations and individuals, achieving results such as:

- Assist in the preparation of timely and appropriate replies to correspondence, enquiries, inter-office memoranda and other requests having legal implications.
- Assist in drafting legal opinions or legal memoranda on questions that may arise in the various bodies of the Organization, including questions concerning the interpretation of the Chicago Convention and the Annexes thereto as well as other international air law instruments, and international law.
- Participate in negotiations and meetings requiring legal advice or expertise.

Function 4 (incl. Expected results)

Provide legal secretariat and external relations support to various meetings of the Organization including the Assembly, Council, Legal Committee, and other representative bodies, achieving results such as:

- Prepare notices, orders of business, background reference material and other documentation for the meetings.
- Participate in the meetings.
- Assist in handling administrative and/or protocol matters relating to the meetings, such as collection and verification of credentials, communication with delegations, etc.
- Assist in the drafting of the working papers and reports of the meetings.

Function 5 (incl. Expected results)

Carries out research and legal support services on various legal topics in international law including diplomatic and consular relations, intellectual property law, information technology law, and law of treaties, achieving results such as:

- Assist in providing accurate and up-dated information and advice.
- Analyze, if necessary, the views and positions of States, international organizations and other entities on particular issues.
- Collect relevant data, practices, procedures and usage relevant to the legal work of the Organization.
- [Assist with the design and development of an internal knowledge management strategy and system, which would contribute to this and other Functions.]

Function 6 (incl. Expected results)

Assists in drafting or reviewing agreements, memoranda of understanding and other instruments to which the Organization is a party, achieving results such as:

- Protection of the Organization's legal interests including privileges and immunities.
- Compliance with applicable precedents and conformity with subject matter frameworks.
- Coordinate with various Bureaus as needed.

Function 7 (incl. Expected results)

Develop legal materials, documentation and presentations on international air law, achieving results such as:

- Assist in the preparation of legal publications (e.g. Circulars, Manuals, Rules, etc.).
- Assist in the preparation of presentations and speaking notes for legal events (e.g., the Civil Aviation Legal Advisers Forum).
- Provide research material as required.

Function 8 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The incumbent of this position has a direct impact on the accurate, efficient and timely preparation and review of documentation, including legal papers and instruments, produced and/or contributed to by the Legal Affairs and External Relations Bureau. The incumbent receives assignments directly/indirectly primarily from D/LEB.

WORK RELATIONS AND CONTACTS

Internal contacts are with staff at all levels within the Legal Affairs and External Relations Bureau, staff from other ICAO Bureaus, and representatives from ICAO delegations, to exchange information and respond to queries on primarily legal matters. The incumbent will also interact with external contacts, to, for example, assist with bilateral negotiations on instruments to be agreed between ICAO and third parties.

COMPETENCIES

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced level university degree (Master's degree or equivalent) in Law, including international law, air law, or in a related field, is required. A first-level university degree in combination with a professional legal qualification may be accepted in lieu of the advanced university degree.

Professional experience

Essential

- Minimum of three years of progressively responsible legal experience, at either national or international level with emphasis in international law.
- Experience in the analysis and drafting of legal opinions and instruments.
- Experience in conducting legal research using diverse research sources (including electronic sources on the internet, intranet and other databases).
- Experience in reviewing and synthesizing legal information and presenting findings and recommendations in a required format.

Desirable

- Practical experience in assisting with negotiations at the international level.

Languages

Essential

Fluent reading, writing and speaking abilities in English.

Desirable

A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

SIGNATURES

Certifying Authorities				Approving Authorities
Immediate Supervisor	Deputy Director/Chief of Branch, Office or Section	Bureau Director/Regional Director	C/FIN, D/ADB (ARGF), or C/BSS (AOSC) (Budget certification in accordance with Staff Rule 102.2)	D/ADB: (GS posts) SG: (Professional posts)
Name:	Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:	Date: