



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



Vacancy Announcement

Legal Officer (UNRWA Dispute Tribunal), P-3 HQ Amman, Jordan

Deadline for Applications	13 January 2019 (30 December 2018 for internal applicants)
Duration	1 year, renewable. Appointment subject to funding confirmation
Vacancy Announcement Number	18-HQ-AM-73

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

UNRWA's Dispute Tribunal

The UNRWA Dispute Tribunal, which is utilized by the Agency as the neutral first instance of the United Nations two-tier formal system of administration of justice. The UNRWA Dispute Tribunal is established under UNRWA's Area and International Staff Regulations and Rules and is competent to hear and pass judgment on an appeal of: (1) an administrative decision taken by UNRWA Management in respect of a staff member that is alleged to be in non-compliance with the terms of appointment or the contract of employment; or (2) an administrative decision imposing a disciplinary measure.

Do you want to make a lasting difference?

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this role you will be providing substantive technical and administrative 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.

The main responsibilities include:

In accordance with the Statute, Rules of Procedure and Practice Directions of the UNRWA Dispute Tribunal and the Agency's policy and procedures and within delegated authority:

- Identifying legal issues; drafting, reviewing and advising on Judgments and Orders; responding or assisting in the preparation of responses to complex legal inquiries and correspondence involving interpretation and application of administrative law; assisting the Tribunal in producing accurate, comprehensive judgments by reviewing draft judgments for any inconsistencies or inaccuracies to ensure editorial uniformity prior to dissemination;
- Providing substantive technical and administrative support and preparing background materials and summaries of issues, as required, to the Judges of the UNRWA Dispute Tribunal in the adjudication of cases;
- Attending meetings and providing legal and ad hoc advice on diverse substantive and procedural questions and emerging issues, as required;
- Reviewing submissions to the Tribunal to ensure that they meet procedural requirements and identifying, where applicable, cases that are amenable to informal resolution, such as third party conciliation or mediation, to be brought to the attention of a Judge for possible referral to the Mediation Division;
- Conducting extensive legal research and providing detailed analysis of cases and jurisprudence;
- Assisting in maintaining the Tribunal's Registers (electronic and online), including the Tribunal's case law and jurisprudence databank, and ensuring the publication and dissemination of the decisions, rulings and judgments rendered by the Tribunal, in the official languages, through the agreed media;
- Assisting in the preparation of reports on the work of the Tribunal to the Commissioner-General and other bodies, as may be mandated;
- Assisting the Registrar in the overall supervision and guidance of the administrative officers and translators.

Conditions of service include:

UNRWA offers an attractive compensation package including annual salary starting at **\$59,151** net tax free with post adjustment of **48%** (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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| ✓ Dependency allowances | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy | ✓ International health insurance; optional life insurance |
| ✓ Education grant for children | ✓ Disability protection |
| ✓ Home leave travel | |
| ✓ 6 weeks (30 working days) annual leave | |

To qualify for this position, you will need:

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| Education | A university degree from an accredited educational institution in law with an emphasis on administrative, employment or international law. |
| Work Experience | At least 6 years of progressively responsible experience in law, two years of which should be at an international level outside one's home country; experience in administrative law and judicial structures and procedures at the international level is preferred; experience in an international public organization is preferred. |
| Language(s) | Excellent command of written and spoken English at native language level. |

Desirable qualifications:

- Comprehensive knowledge of Staff Rules relevant to UNRWA or other United Nations common system agencies;
- Experience working in or appearing before an international administrative tribunal;
- Advanced university degree in law.

Additional Information

The incumbent will be required to travel in the Agency's area of operations.

You will also need to demonstrate the following competencies:

- Excellent communication, negotiation skills and demonstrated ability to handle sensitive situations diplomatically;
- Excellent interpersonal skills; independent, disciplined, loyal, self-confident and self-assured;
- Excellent writing, analytical and legal research 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;
- Good knowledge of MS Office applications and computer/IT systems.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Who we are

For over 65 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: www.unrwa.org

How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. **The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.**

General information

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Date of issue: 17 December 2018/CX