



External Publication of Job Posting

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Job Posting Title

SENIOR LEGAL OFFICER, DRAFTING, RESEARCH AND CODIFICATION

Start Date

06.12.2018

End Date

06.01.2019

Reference Code

10000520 - 03

Job Title

SENIOR LEGAL OFFICER, DRAFTING, RESEARCH AND CODIFICATION

Organization

1. Background Information

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of organization structure and the filling of regular vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Senior Legal Officer (Drafting, Research and Codification) in the Office of the Legal Counsel of the African Union Commission.

Department

2. Post

Title: Senior Legal Officer - Drafting, Research and Codification

Grade: P3

Supervisor: Legal Counsel

Department: Office of the Legal Counsel

Duty Station: Addis Ababa

Positions: 1

Project

Job Purpose:

The Senior Legal Officer plays a leading role in both long-term strategic planning processes as well as in short-term project planning and provides key expertise on relevant areas.

Tasks

. Major duties and responsibilities

Under the supervision of the Legal Counsel, the Senior Legal Officer has the following functional and specific responsibilities:

Functional responsibilities:

- a. Provide sound, timely high level legal and policy advice to the Legal Counsel, teams and to stakeholders;
- b. Produce and/or contribute to key legal or policy analyses and publications;
- c. Promote the integration of legal work across the regional programs and particularly in the regional offices’;
- d. Promote the adoption of appropriate freedom of express laws globally;
- e. Work with local experts and NGOs to assist them to implement their strategies and enhance their legal and analytical capacity;
- f. Develop and implement capacity building and training programs;
- g. Contribute to standard-setting through participating in meetings, drafting work and promoting international standards;
- h. Participate in the Organization of relevant meetings, congresses and conferences with stakeholders’;
- i. Engage with relevant mid-level stakeholders and develop relationships;
- j. Contribute to the day-to-day administrative management of the Division;
- k. Assist in following up on activities of the Division, including monitoring and evaluating progress made in the line with a predefined strategic plan;

Specific responsibilities:

- a. Service as a recognized expert in one or more areas of concentration, and independently handle a wide range of multi-discipline, highly complex, and often sensitive and/or conflicting legal matters involving issues relating to international law, which include interpretation and application of instruments in that area of progressive development of law and codification;
- b. Conduct extensive legal research and analysis on highly complex or novel legal issues/questions and prepare legal opinion and correspondences;
- c. Make various types of recommendations to senior or officials of substantive units with respect to developing policies and actions to be taken
- d. Provide authoritative legal advice on diverse range of highly complex or novel substantive and procedural questions of international law;
- e. Organize and prioritize the workload and provide general coordination of assignments as regards to legal work;
- f. Prepare the publications entrusted to the Secretariat such as the AUCIL Journal, the AUCIL Yearbook, and other publications;
- g. Prepare official letters to Governments, international organizations and individuals and of inter-office memoranda including completion of administrative and budgetary forms;
- h. Serve diplomatic conferences, commissions, committees, task forces, expert groups and other bodies, including preparation of background materials, summaries of issues and views of delegations, meeting reports,

etc.;

- i. Serve on various standing boards, committees, ad hoc working groups and task forces, as required; promote the work of the AUCIL and represent the organization at meetings, conferences, seminars, etc.;
- j. Contribute to the review and design of new legal instruments, policy guidelines systems, etc.;
- k. Conduct desk research and related input to fieldwork data collection undertaken by the Secretariat and budgetary planning in line with the AU's financial rules;
- l. Support the planning, development, implementation and monitoring of research projects at all stages;
- m. Organize events and manage administrative matters for the AUCIL and its members;
- n. Performs other duties as assigned.

Requirements

Required qualification and experience:

- Master's degree or equivalent in International Law (Public International Law, Law of the Sea, International Trade Law, International Economic Law and Intellectual Property Rights) from a recognized University
- OR
- LLB or Bachelor's Degree in a similar field in the areas mentioned above.
 - PhD in any of these fields and other relevant fields of study would be an added advantage.
 - Candidates must possess a minimum of seven (7) and ten (10) years relevant work experience for Masters and Bachelor level of education respectively as stated above, out of which three (3) and five (5) years respectively should be at supervisory level.
 - The work experience should be in international organizations such as UN, WB, AfDB, Regional Organizations or similar institutions.
 - Extensive experience in the following competencies:
 - Drafting and negotiations of multilateral conventions, treaties.
 - Progressive experience international law, including legal analysis, research and writing
 - Progressive development of international law and its codification;
 - Organizing lectures on topics of international law;
 - Public international law at the national or international level
 - Publishing articles in the field on International Law;
 - Production and post-production of multimedia content;
 - Must have good leadership abilities and management experience;
 - Experience in African Development projects would be an added advantage.

6. Relevant skills and competencies:

Technical competencies:

- Familiarity with international and regional policy processes and policy analysis in the relevant area;

Other skills and competencies:

- Conscientious in observing deadlines and achieving results;
- Strong communication ability both orally and in writing; ability to communicate with influence;
- Ability to build relationships, work collaboratively, demonstrate accountability and comply with rules;
- Demonstrate learning orientation;
- Sound planning and organizational skills
- Ability to build relationship with a wide network of internal and external contacts, foster accountability culture, anticipate obstacles realistically and plan for contingencies, create plans that factor in time for

unexpected problems and uncertainties;

- Ability to demonstrate a learning orientation, communicate with influence and drive for results;

7. Language requirement:

The African Union working languages are Arabic, English, French and Portuguese. For this position, fluency in English or French (both oral and written) is required. Advanced knowledge (both oral and written) in the second language is highly desirable. Knowledge of Arabic or Portuguese would be an added advantage.

8. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

9. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified candidates, including women, are strongly encouraged to apply.

10. Remuneration:

Indicative basic salary of US\$ 37,453.00 (P3 Step1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 22,932.00 (per annum), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), etc. for internationally recruited staff of the Commission.

How to Apply

All applications must reach the African Union Commission not later than 6th January 2019 through the AU Commission's website <http://www.aucareers.org>.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resources
Management, African Union Commission
Addis Ababa, Ethiopia

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters