

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

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GENERIC JOB PROFILE

1. POST

Job Title:	Legal Officer
Grade:	P2
Section:	Legal Affairs
Duty Station:	Field Missions

2. JOB PURPOSE

To assist in providing legal advice to the mission on the legal implications of any intended actions and their consequences. Also maintain knowledge on the Status of Forces Agreement (SOFA), Status of Mission Agreement (SOMA), mission mandate agreement, and other relevant documents, agreements, and contracts.

3. MAIN DUTIES AND RESPONSIBILITIES

Within delegated authority and depending on location, the Legal Officer may be responsible for the following duties: *(These duties are generic, and may not be performed by all Legal Officers.)*

- Conducts legal research on a diverse range of assigned issues in international law and other area(s) of specialization using multiple research sources; selects relevant material, analyzes information and presents findings for internal review.
- Assists senior Legal Officers in the review of legal documents, instruments, or other material; identifies important issues, similarities and inconsistencies, etc.
- Assists in the preparation of drafts of background papers, studies, reports, etc.
- Assists in the preparation of legal opinions/advice on a wide range of international public and private law issues, issues relating to privileges and immunities, SOFA, SOMA, procurement matters, the legal arrangements of government owned premises provided to the mission, third party claims against the mission's operations as well as legal questions relating to interpretation

of African Union regulations and rules. Assist in assessing the relevance or admissibility of evidence gathered by investigators.

- Assists in the preparation of agreements and contracts with governments, NGOs and other public and private entities, as well as claims and disputes.
- Assists in representing the organization before arbitral and other tribunals or administrative proceedings, including disciplinary cases.
- Assists in providing legal advice on human resources matters and assists in reviewing administrative decisions.
- Assists in administering programmes of legal technical assistance.
- Assists Legal Officers in servicing diplomatic conferences, commissions, committees, task forces and other bodies, including preparation of background materials, summaries of issues and views of delegations, etc..
- Performs other duties as assigned.

4. REQUIRED COMPETENCIES

Professionalism

Knowledge of, and ability to apply, legal principles, concepts and procedures and terminology for review, examination, and processing of a range of legal documents. Knowledge of various legal research sources, including electronic, and ability to conduct research and analyze information on a wide range of legal issues. Ability to interpret and apply legislative instruments, develop and present results, recommendations, and opinions clearly and concisely. Ability to draft legal papers and work under pressure. Ability to apply good legal judgment in the context of assignments given. Demonstrates professional competence and mastery of subject matter. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 audience; demonstrates openness in sharing information and keeping people informed.

Planning & 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.

Client Orientation

Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view; establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; identifies stakeholders’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems; keeps stakeholders informed of progress or setbacks in projects;

meets timeline for delivery of products or services to stakeholder.

5. EDUCATION

A first-level university degree in law

6. EXPERIENCE

A minimum of three years of progressively responsible experience in law, including legal analysis, research and writing

7. LANGUAGE

Fluency in one of the official languages of the African Union

8. GENDER MAINSTREAMING

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