

Paris, 28-Apr-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 28-Apr-1998

HRM/VAC(98)31

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OFFICE CIRCULAR

LAWYER (GRADE A2/A3), LEGAL DIRECTORATE, GENERAL SECRETARIAT

Closing date for applications: 26 May 1998

**The OECD is an equal opportunity employer
and encourages applications from female candidates**

Role

Under the supervision of the responsible Legal Adviser, the main responsibilities of the post-holder will be to prepare opinions on questions submitted to the Legal Directorate and to undertake legal research and studies.

Main Duties

1. Assist in the co-ordination and provision of legal services relating to personnel, budget and other support functions. In particular:
 - a) prepare and follow up pre-litigation files (prepare responses to administrative claims);
 - b) prepare cases before the Joint Advisory Board and the Administrative Tribunal and ensure their follow-up (prepare written observations, represent the Secretary-General);
 - c) give legal opinions on questions of interpretation or application of the internal texts of the Organisation, on questions relating to the privileges and immunities of the

- d) Organisation, including its staff, and on questions of interpretation or application of national legislation;
 - e) examine proposed contracts for the Organisation and provide support in the drafting and negotiation of contracts;
 - f) assist in the drafting or revision of regulatory texts.
2. Assist the other lawyers in the Directorate in their duties relating to the substantive activities of the Organisation, and assist in the preparation of opinions relating to these activities when requested by the Secretariat or Committees of the Organisation.
 3. Assist in the management of the library and legal document collection.

Principal Qualifications and Core Competences

1. Advanced university degree in law and a minimum of three years' experience in practice. Specialisation in public law, especially public international law, would be an advantage.
 2. Good knowledge of the functioning of international organisations, of the principles of international civil service law, and budgetary law, as well as experience in contract drafting. Preference will be given to a candidate with experience in legal work in an international organisation, although appropriate experience in the legal service of a national administration or in the private sector will be taken into consideration.
 3. Ability to analyse complex legal problems and operate as a member of a team in a multi-disciplinary context.
 4. Excellent knowledge of both of the official languages of the Organisation (English and French); capacity to verify the equivalence of legal texts in both languages. Excellent oral and written expression in at least one of the two official languages, and preferably in both.
- N.B. Short-listed candidates may be required to take a written examination.

The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

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<http://www.oecd.org/hrm>

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competences mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997