

LEGAL ADVISOR – P4

The Legal Advisor of IRENA will be responsible for all legal matters throughout IRENA including those in Bonn and Vienna. The legal advisor will be responsible for all legal issues that exist in positioning IRENA internationally as the Centre of excellence for renewable energy.

The Legal Advisor will be responsible for establishing a legal department within IRENA and to build up the legal team.

Organizational Setting and Reporting Relationships:

The Legal Advisor of IRENA will be located primarily in IRENA Secretariat Headquarters in Abu Dhabi, United Arab Emirates. However his/her geographical remit will also cover the Innovation Technology Centre in Bonn and the Liaison Office in Vienna.

She/he will be reporting directly to the Deputy Director General of IRENA.

The duration of the contract will be 3 years with the potential to renewal.

Grading:

P4

Responsibilities: Within delegated authority the Legal Advisor will be responsible for the following duties:

- Preparing the framework for a smooth transition from Preparatory Commission to IRENA and to establish the necessary framework conditions for IRENA to operate on both on global scale and in those countries with offices/headquarters taking into account a number of internal and external issues including:- host country agreements; agreements regarding Bonn and Vienna; privileges and immunities; powers of attorney; employment and procurement contracts.
- Conducting legal research on a diverse range of assigned issues in international law and other area(s) of specialization using multiple research sources; selecting relevant material, analyzing information and presenting findings for internal review.
- Assisting the IRENA Executive Management Group in the review of legal documents, instruments, or other material; identifying important issues, similarities and inconsistencies, etc.
- Assisting in the preparation of drafts of background papers, studies, reports, etc.
- Assisting in the preparation of legal opinions/advice on a wide range of international public and private law issues.
- Assisting in the preparation of agreements and contracts, with a variety of external organizations and stakeholders partnering with IRENA.
- Assisting in providing legal advice on human resources matters and assists in reviewing administrative decisions.
- Assisting in administering programmes of legal technical assistance.

- Assisting IRENA Executive Management Group in successfully servicing diplomatic conferences, commissions, committees, task forces and other bodies, including in-depth preparation of background materials, summaries of issues and views of delegations, etc.
- Performing other duties as assigned

Work implies frequent interaction with the following:

The IDG, IRENA Directors, representatives of member states and external organizations partnering with IRENA.

Results Expected: Good legal research, analysis and presentation of key information to facilitate decision-making. Delivers well-reasoned and clearly written recommendations, opinions and identification of issues on assigned legal topics. Consistently applies appropriate policies, guidelines, procedures and processes. Effectively interacts with colleagues and concerned parties internally and externally.

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.
- **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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
- **Accountability:** To ensure that all responsibilities and commitments are completed to the best of his/her ability in line with both operational objectives and organizational rules and regulations.
- **Creativity:** Thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

- **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.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office.

Qualifications:

Education: A first-level university degree in international law.

Experience: A minimum of eight years of progressively responsible experience in law, including legal analysis, research and writing. An in-depth knowledge of UN legal frameworks is a pre requisite for this role.

Language: Excellent command of written and spoken English is essential. Fluency in other languages would be advantageous.

Applications

Submission of applications: Qualified candidates may submit their application by sending a complete and comprehensive CV and a letter of interest via e-mail to recruitment@irena.org under the reference **Application for Legal Advisor** before 6th March 2010.

Kindly indicate the reference and title of the position when applying.

Applications sent by written mail and/or after the closing date will not be considered.

All applications will be treated with strict confidentiality and respect. IRENA is committed to achieving workforce diversity in terms of gender, nationality, culture. Individuals from minority groups, indigenous and people with a disability are encouraged to apply.

Reference checks will be made after pre-selection and interviews for short listed candidates. For more information on IRENA, visit IRENA web site at www.irena.org