

Vacancy Notice 2022-10

Open to Internal and External Candidates

Position Title : **Legal Assistant (Contracts)**
Duty Station : **Regional Office Brussels, Belgium**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Fixed Term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **31 May 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Under the overall guidance of the Head of the EU Financial Liaison and Regional Resource Management Division at RO Brussels and the direct supervision of the EU Legal Compliance Officer, the incumbent will support the unit in strengthening the legal and contractual compliance of EU funded projects implemented by IOM worldwide.

Core Functions / Responsibilities:

- Assist in reviewing contracts with the EU institutions and in ensuring compliance with applicable Framework Agreements and IOM internal legal requirements. Coordinate with Legal Department at HQ and field missions when required;
- Assist in reviewing contracts, including with IOM's implementing partners and contractors, where specific EU compliance conditions must be considered. Liaise with the Legal Department when required;
- Assist in analysing EU related contracts that entail provisions that are not in line with standard templates and/or internal policies, instructions, regulations and rules;
- Assist in preparing training materials on specific EU contracting matters in IOM official languages (English, French);

- Monitor EU websites for updates and new instructions with regards to financing instruments under the EU Multi-Annual Financial Framework 2021-2027;
- Assist in drafting internal interpretations of various EU rules and regulations;
- Participate in meetings as required;

Required Qualifications and Experience

Education

- Bachelor degree in Law from an accredited academic institution with at least 3 years of relevant professional experience. Master degree in Law is an advantage.

OR

- Completed High Degree School with at least 5 years of relevant professional experience

Experience

- Proven experience on EU legal and contractual matters is a requirement;
- Experience in contract review including financial aspects is a distinct advantage;
- Experience in preparing training materials is an advantage;
- Excellent analytical skills;
- Excellent negotiation and communication skills;
- Experience in reviewing legal documents and/or papers is an advantage.

Languages

Fluency in **English** is required. Knowledge of French and/or Spanish is an advantage.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators level 1

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this [link](#).

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications – **Questionnaire on Mandatory Requirements, CV and Cover Letter** – to IOMBrusselsApplications@iom.int by 31 May 2022 midnight at the latest, referring to this advertisement (VN 2022-10).

In order for an application to be considered valid, IOM only accepts applications duly completed. **Only shortlisted candidates will be contacted.**

Posting period:

From 11.05.2022 until 31.05.2022

**Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium
VN 2022-10, Legal Assistant (Contracts)**

Education

Do you have a:

- Bachelor degree in Law from an accredited academic institution with at least 3 years of relevant professional experience.

OR

- Completed High Degree School with at least 5 years of relevant professional experience

yes ☐ no ☐

Language

Do you have:

- Fluency in English?

yes ☐ no ☐

Professional Work Experience

Do you have:

- Proven experience on EU legal and contractual matters?

yes ☐ no ☐

- Relevant internship with IOM?

yes ☐ no ☐

- Do you currently work with IOM?

yes ☐ no ☐

Residence and work permit

Are you currently holding a valid residence and work permit

for Belgium?

yes ☐ no ☐

Date:

Name:

Signature:

Please note:

Failure to complete the questionnaire might result in the disqualification from the selection process.