



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: CCOG 1.G.01
Job Profile: J1106**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Legal Officer	PRFP	P18176	P03	Washington, DC

OBJECTIVE OF THE OFFICE/DEPARTMENT

Provides legal advice and counsel to PAHO's Governing Bodies, Executive Management, PAHO/WHO Representatives (PWRs), PAHO Centers, Country Offices, and PASB Headquarters entities on all legal matters, including the application of national and international law to the Organization's programs and activities, as well as constitutional, administrative, and procedural matters. Drafts, reviews, and/or negotiates contracts, treaties, agreements, resolutions, and any other type of instrument with legal implications for the Organization. Represents and defends the Organization before the internal appeals process as well as the Administrative Tribunal of the International Labour Organization and other international or national judicial and quasi-judicial fora, as appropriate.

ORGANIZATIONAL CONTEXT

The incumbent is a member of the Organization's Office of Legal Counsel (LEG), responsible for providing a wide range of expert legal services. The incumbent provides legal support to the PAHO Regional Revolving Funds, as well as general legal support, counseling and advice. There is a focus on the review and analysis of agreements, contracts, and other legal instruments, and in providing legal advice and guidance to ensure that all activities are conducted on a sound legal basis, safeguarding the Organization's legal interests and supporting its defense in the event of legal challenges. The position has been entrusted with progressively more complex responsibilities, carried out under the direct supervision of a Senior Legal Advisor. The incumbent supports and represents the Legal Office in internal and external meetings, contributes legal input to negotiations, and assists in ensuring the consistent application of legal standards across matters related to the Organization.

SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Senior Legal Advisor, Office of the Legal Counsel (LEG), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Review and draft Agreements ensuring that all Agreements submitted to the Director for approval and signature conform to the Organization's rules and procedures and have been properly cleared;
- b) Review and draft legal memoranda and other legal documents including contracts, ensuring that the same conform to the Organization's rules, policies and procedures;
- c) Review the legal aspects of project proposals, draft agreements, correspondence, and other texts and provide appropriate comments to the Project and Agreement Review processes;
- d) Assist in providing legal support to the Regional Revolving Funds (RRF) and related entities;
- e) Assist in providing legal support to administrative units, especially to the Departments of Human Resources Management (HRM), General Services Operations (GSO), and Procurement and Supply Management (PRO), and other Organizational entities in legal administrative matters as requested;
- f) Research and/or examine precedents on specific issues relating to the functions, structure, and activities of the Organization, and frequently to the RRF;

- g) Prepare draft legal opinions on the interpretation of legal instruments such as constitutions, statutes, treaties, agreements, rules and regulations, resolutions, legislation or other legal materials relevant to the work of the Organization;
- h) Assist in the development of revised/new rules, policies, procedures, and model agreements and contracts of the Organization;
- i) Assist in the preparation of briefs to represent the Organization in proceedings before appeal bodies and Administrative Tribunals as well as other judicial or quasi-judicial bodies;
- j) Assist in providing and/or coordinating legal services to various internal committees and to the different Departments and Units, as required; prepare background materials, reports and papers, and assist in the formulation of advice to members of such committees and to the administrative and technical units; research and prepare specific position papers on the legal and ethical implications of various health related issues;
- k) Assist in the development of procedures for the preparation and processing of Agreements and contracts;
- l) Perform other related duties, as assigned.

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Teamwork: Collaborate and cooperate with others/Deal effectively with conflict - Creates team spirit; promotes collaboration and open communication in the team; proactively supports others; welcomes team responsibilities and drives team results; promotes knowledge sharing in the team. Proactively identifies conflicts and facilitates their resolution in a respectful manner; tactfully resolves conflicts between or with others and takes action to reduce any possible tension; effectively builds a rapport with individuals and teams, establishing good personal and professional relationships, as well as minimizing risk of potential conflict.

Respecting and valuing individual differences: - Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

Communication: Express oneself clearly when speaking/Listen/Write effectively/Share knowledge - Foresees communication needs of audience and targets message accordingly. Facilitates open communication; encourages others to share their views openly and takes time to understand and consider their views. Writes down ideas in a clear, structured, **Overall attitude at work:** Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Producing Results: Work efficiently and independently/Deliver quality results/Take responsibility - Prioritizes work, monitors own progress against objectives and adapts plans as required; communicates adjustments as necessary. Acts proactively and stimulates action as needed; handles problems effectively and constructively. Produces high-quality results and workable solutions that meet clients' needs. Works independently to produce new results and sets own time lines effectively and efficiently. Shows awareness of own role and clarifies roles of team members in relation to project's expected results. Makes proposals for improving processes as required and takes responsibility for own work and/or actions, as necessary. Demonstrates positive attitude in working on new projects and initiatives. Demonstrates accountability for own success, as well as for errors; learns from experience.

Moving forward in a changing environment: Propose change/Adapt to change - Actively supports Organizational change initiatives and demonstrates personal commitment to them, including when faced with new demands; proposes workable solutions to challenging situations. Engages in positive responses to a changing environment and promotes workable solutions to achieve own and team's results. Welcomes, and actively seeks to apply, new ideas, approaches and working methods and technologies in order to improve own and/or team's work processes and results; demonstrates commitment to Organizational change initiatives.

TECHNICAL EXPERTISE

- Expertise in the application of the principles of international and national law to the analysis of administrative, substantive and procedural aspects of the Organization.
- Sound knowledge with the basic aims, operational and administrative policies and procedures of public international organizations, as well as governmental and nonprofit organizations.
- Excellent analytical, organizational and negotiating skills.
- Strong professional oral and writing skills, including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest level of the Organization.

EDUCATION

Essential: A university degree in law with studies in comparative and/or international law from a recognized university; admission to practice in a PAHO Member Country.

EXPERIENCE

Essential: Seven years of combined national and international legal experience with emphasis in public international law, contracts, administrative law, technical cooperation agreements and comparative law.

Desirable: Experience working in a UN common system organization, or other international public organization would be an asset.

LANGUAGES

Very good knowledge of English and Spanish. Knowledge of French and/or Portuguese would be an asset.

IT SKILLS

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint and Outlook. Other IT skills and knowledge of other software programs such as Visio, Microsoft SharePoint and Project would be an asset.