



Pan American
Health
Organization

World Health
Organization
REGIONAL OFFICE FOR THE
Americas

**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: J1766**

Duration of Post: ☒ Limited
☐ Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Legal Advisor	PRFP	.6221	P04	Washington, D.C

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 Labor 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 activities of the post directly affect its scope and projection within and outside the Organization. The incumbent provides legal input during the planning and implementation of the Organization's strategies and activities to facilitate effective cooperation between those taking part - Member States, international bodies, international officials, collaborating institutions and individual and commercial partners. The incumbent ensures that these strategies and activities are carried out on a firm legal basis and aims to protect the Organization's legal interests and defend it against legal action. The incumbent undertakes representative tasks of the Legal Office in meetings in and outside the Organization and completes complex legal tasks including negotiations. In addition, the incumbent drafts modifications to rules and regulations and supervises other Legal Officers.

SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Senior Legal Advisor and the general supervision of the Legal Counsel, the incumbent is responsible for, but not limited to, the following:

- a) Provide authoritative legal advice to EXM, PWRs and Department Directors, on an array of complex legal matters that affect or potentially affect the Organization, exercising independent judgment and requiring a high level of theoretical knowledge of legal principles, of both the Common Law and Civil Law legal systems, and the ability to adequately balance technical, legal and political considerations;
- b) 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;

- c) Review and draft legal memoranda and other legal documents including contracts, ensuring that the same conform to the Organization's rules, policies and procedures;
- d) Review the legal aspects of project proposals, draft agreements, correspondence, and other texts and provide appropriate comments to the Project and Agreement Review processes;
- e) Coordinate research and/or examine precedents and provide legal opinions or advice on specific issues, including contemplated actions related to the functions, duties, structure, relationships, and activities of the Organization (including technical cooperation). There is a particular emphasis on the relationship between national laws, regulations, and procedures and international law, public, private, and administrative law and principles as it relates to the work of the Organization;
- f) Represent legal interests of the Organization before high level representatives of Member States and outside parties;
- g) Participate in missions to Member States, alone or jointly with other staff members;
- h) Represent the Office of the Legal Counsel in decision-making meetings in the Organization. Provide advice and assistance in resolving procedural and substantive legal questions at official meetings; provide, as necessary, opinions and reports on the legal implications of various health-related issues;
- i) Provide legal support to administrative units, including 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;
- j) Collaborate as appropriate and coordinate activities with legal staff of government agencies and those of other international organizations, as required;
- k) Select, train and supervise junior attorneys; assign tasks and supervise attorneys and support staff on draft agreements or contracts; ensure the inclusion of proper content and format and observance of applicable administrative procedures which should be followed to process the draft legal instrument or project proposal in accordance with established criteria and guidelines, making sure that final drafts presented to the Legal Counsel for signature are complete and accurate;
- l) Provide and/or coordinate legal services to various committees and bodies by preparing background materials, reports, and papers; preparing and formulating advice to Members and officers of such bodies; synthesizing Member Countries' views and practices on issues;
- m) Develop procedures for the preparation and processing of agreements or other legal instruments and issue the appropriate written guidelines which conform to the Organization's policies and procedures; ensure that all legal binding documents submitted to the Director for approval and signature have been properly reviewed, formulated and cleared;
- n) Review and provide legal advice on Intellectual Property law issues;
- o) When called upon to directly supervise staff, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities;
- p) 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.

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.

Teamwork: Collaborate and cooperate with others - Works collaboratively with team members and counterparts to achieve and build rapport; helps others when asked; accepts joint responsibility for the team's successes and shortcomings.

Communication: Write effectively/Share knowledge - Writes down ideas in a clear, structured, logical and credible way; drafts and supports the development of guidelines, policies and procedures. Shares relevant information openly and ensures that the shared information is understood; considers knowledge sharing as a constructive working method and demonstrates awareness of the Organization.

Producing Results: Work efficiently and independently/Deliver quality results - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs. Aligns projects with Organization's mission and objectives. Consistently solves own and team's problems effectively as needed. Proactively engages in

projects and initiatives, accepting demanding goals, in line with Organizational Strategies and Program of Work. Demonstrates accountability for work of team and sets an example, while explicitly articulating lessons learnt for own and team's benefit.

Ensuring effective use of resources: Strategize and set clear objectives/Monitor progress and use resources well - Sets specific, measurable, attainable, realistic and timely objectives for own team and/or the Organization; systematically analyses and anticipates priority projects for own team and allocates necessary resources to achieve them; identifies the cross-Organizational resources needed for large- scale projects in line with key Organizational objectives. Anticipates foreseeable changes and adapts own and team's projects in the face of unforeseen circumstances and/ or challenges; creates measures and criteria to monitor progress of overall projects against key Organizational objectives; creates cost-effective solutions for the Organization.

Building and promoting partnerships across the Organization and beyond: Develop networks and partnerships and encourage collaboration - Builds and negotiate strategic partnerships and alliances with a wide range of key stakeholders to ensure Organizational results and success. Creates innovative opportunities for promoting synergies inside and outside the Organization to improve Organizational success.

TECHNICAL EXPERTISE

- Extensive progressive expertise at a senior level in all matters related to public international law, administrative and commercial law, and of the legal structures, texts and principles applicable to international organizations.
- Theoretical and practical knowledge at the highest level in the following legal practice areas: comparative and international law, private sector/commercial, corporate law, corporate governance, or litigation.
- Solid expertise in the handling of issues related to privileges and immunities of international organizations under national legislation and international law, including health-related law and human rights.
- Ability to present legally sound and well-reasoned legal arguments, orally or in written form, and skill in analyzing and organizing policy considerations and facts and in presenting clear, logical conclusions/opinions.
- Ability to provide strategic legal counsel and influence decision-making at senior management level through clear, practical, and solution-oriented advice.
- Excellent organizational, inter-personal, 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 levels of the Organization.

EDUCATION

Essential: A university degree from a recognized university and a master's degree in law, international relations, political science or any other field related to the functions of the post. Licensed to practice law in a PAHO Member State.

EXPERIENCE

Essential: Nine years of combined national and international experience in law with a public international organization, governmental agency, and/or private practice, with emphasis on public international law, contracts, administrative law, technical cooperation agreements and comparative law, and including managerial experience.

LANGUAGES

Fluency in English and Spanish. Knowledge of French and/or Portuguese would be an asset.

IT SKILLS

Demonstrated ability to effectively use current technology and software, spreadsheets and presentations, as well as Enterprise Resource Planning (ERP) and management information systems. Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.