



CALL FOR CANDIDATURES: Legal Officer (ref: UfM/LP/2019/005)

1. Subject:

The UfMS is seeking to incorporate a Legal Officer at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
Job Title:	Legal Officer	Reports to:	Deputy Director of Legal and Administration
Division:	Legal & Administration Department	Staff category and conditions:	Contracted Staff (fixed term contract of 3 years, renewable yearly up to 3 additional years following among other considerations performance and budget appropriation (between 3 to 6 months 'probation period) [43.000 –47.746] Euros (annual gross salary)
SUMMARY			
<p>The Legal Officer will provide legal support to the institution as international organization and advice in administrative and statutory matters related to the functioning of the UfM Secretariat. She/he will be supporting by providing legal advice on UfMS regulatory framework, public procurement, grants, contractual matters related to the administrative and operational activities, staff management matters (...) She/he will also be providing assistance in drafting and international arrangements negotiations with the UfMS international partners.</p>			
PRIMARY RESPONSIBILITIES			
<p>The Legal Officer, among other tasks, will be:</p> <ul style="list-style-type: none">• Conducting legal analysis and research on various legal matters in the organization;• Coordinating with the external service provider to support on any outsourced legal services;• Providing legal support on the UfMS' operations, including on matters such as data protection, internal governance and institutional matters;• Advising on the UfMS' tasks and powers under the UfMS Statutes and Regulations;• Providing legal advice and assistance in relation to appeals and in relation to complaints received;• Carrying out legal research and analysis of case-law;• Contributing to maintenance and the development of legal databases;• Monitoring developments in relevant regulatory legislation and case-law;• Drafting and verifying operational procedures and legal templates;• Contributing to drafting and/or reviewing implementing rules, decisions and guidelines;• Rendering effective legal assistance in the preparation of contracts and legal opinions;• Contributing to the review and amendment of existing organization policies in terms of its compliance with applicable Legislation;• Providing litigation support advice on different legal issues;• Providing legal administrative support;• Executing other related tasks as sought by the Deputy Director of Legal and Administration.			



QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCES

Essential minimum requirements

- 5 years' relevant experience in a multi-cultural environment;
- Master Degree in Law;
- 3 years' experience advising on legal matters preferably acquired in a legal function;
- Knowledge of financial services regulation and/or operational/institutional issues relevant to an International Organization;
- Experience of establishing/maintaining legal databases;
- Experience of writing on legal issues in English;
- Excellent communication and reporting skills;
- Good command of Microsoft Office®;
- Fluency in English (+ another UfM language, preferably, Spanish);
- Hold the nationality of a Member State of the UfM.

Desirable qualifications

- Good command of any other UfM language would be a plus.
- Knowledge of and/or experience in one or more Euro-Mediterranean countries;
- Analyzing and problem-solving: clear understanding of issues; structuring information; identifying critical facts in complex issues; judgement; developing creative and practical solutions;
- Communicating: communicating clearly and precisely, orally and in writing;
- Delivering quality and results: delivering work to a high standard of quality; working in a proactive and autonomous way; client orientation; accuracy;
- Prioritizing and organizing: prioritizing the most important tasks; working flexibly; organizing workload efficiently; planning capacity;
- Working co-operatively with others in teams and across organizational boundaries; sharing knowledge

2. Submission of applications:

To apply, you need to complete the [application form on the website](#) and include the following information and documents:

- A **detailed curriculum vitae in English (pdf version only)** clearly elaborating educational and professional experience relevant for the position.
- A **motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

3. Submission Date:

Complete applications must be submitted by **12th of March 2019 (midnight, European time, GMT+1)**.