



Vacancy No: RAPS/3/2016/NORMES/01

Date: 29 September 2016

Title: Legal/Labour Law Officer

Application Deadline (midnight Geneva time) 1 November 2016

Grade: P.2

Organization unit: DDG/P NORMES

Contract type: Fixed-term Appointment

Duty Station: Geneva, Switzerland

General introduction

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 31 and 32 of Annex I of the Staff Regulations.
- External candidates.

Staff members with at least five years of continuous service with the Office are encouraged to apply and will be given special consideration at the screening and evaluation stage.

In accordance with the Staff Regulations and letters of appointment, successful candidates for positions in the Professional category would be expected to take up different assignments (field and Headquarters) during their career, the desirable length of an assignment in any specific position being two to five years, following which the incumbent should be willing to move to another assignment and/or duty station.

Within the context of the Office's renewed efforts to promote mobility, staff members seeking mobility are encouraged to apply to vacancies. Mobility will be given special consideration at the screening and evaluation stages.

The specific language requirements for this position are detailed hereunder. Candidates whose mother tongue is not one of the ILO working languages (English, French and Spanish) shall possess a fully satisfactory working knowledge of at least one of the working languages in order to apply. If appointed, and if so required as per the position requirements, they may be required to acquire a working knowledge of a second working language during their initial years of service in the Office.

The ILO values diversity among its staff. We welcome applicants from qualified women and men, including those with disabilities. If you are unable to complete our online application form due to a disability, please send an email to erecruit@ilo.org.

Applications from qualified candidates from non- or under-represented member States, or from those member States which staffing forecasts indicate will become non- or under-represented in the near future, would be particularly welcome. A list of these countries is in Appendix I.

Successful completion of the Assessment Centre is required for all external candidates.

Conditions of employment are described in Appendix II.

INTRODUCTION

The position is located within the International Labour Standards Department (NORMES).

NORMES strives to enhance the relevance of International Labour Standards (ILS) to the world of work and ensure their role as a useful means of achieving the constitutional objectives of the Organization, as well as the ILO strategic objectives, as called for by the 2008 Declaration on Social Justice for a Fair Globalization.

More specifically, NORMES is responsible: (i) for designing and implementing the ILO standards-related activities in accordance with the standards strategy adopted by the Governing Body; (ii) for supporting and servicing all the supervisory bodies of the ILO; and (iii) for the promotion of Office-wide coherence and cooperation on ILS.

The Legal/Labour Law Officer will be assigned to one of the thematic units within the Freedom of Association Branch or the Application of Standards Branch. The thematic units provide support to the supervisory bodies and technical assistance to the countries on the broad range of subjects covered by international labour standards, including: freedom of association and collective bargaining, child labour, forced labour, equality and non-discrimination, employment, labour administration, labour inspection, occupational safety and health, social security, wages, working time, specific categories of workers including migrant workers, seafarers, fishers, domestic workers as well as indigenous and tribal peoples. The Legal/Labour Law Officer may periodically be called on to change from a thematic unit to another, on the basis of internal mobility or to respond to the evolving workload within the Department, as well as with a view to finalizing the Legal/Labour Law Officer's training for a possible future field assignment.

The main role of the position is to prepare draft comparative legal analysis and draft legal opinions on a wide range of issues related to international labour standards.

The position will report to the Chief of the Freedom of Association Branch or to the Chief of the Application of Standards Branch.

[Description of Duties](#)

Specific duties

1. Participate in activities relating to the technical assistance provided to member States concerning the ratification of international labour Conventions and their effective implementation.
2. Identify relevant legal texts in order to maintain the NORMES databases up to date

These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:

1. Examine reports by governments and comments by employers' and workers' organizations on ratified and unratified Conventions and Recommendations. Perform comparative analyses of the legislation and practice of the different States. Draft comments for the high-level committees and/or groups of experts.
2. Draft notes reports and comments concerning the application of Conventions, for consideration by governments, the Governing Body, and the International Labour Conference.
3. Undertake research and studies on problems relating to internal administration, international law or labour standards.
4. Participate as a member of the secretariat of various committees dealing with legal issues or labour standards, including the preparation of background material and documents, drafting records of meetings, drafting reports, etc.
5. Draft replies to requests from constituents or clients on questions relating to international labour standards or other legal questions.
6. Prepare summaries of judgements and national labour law case.

Required Qualifications

Education

Advanced degree in law.

Experience

Minimum of one year of national or international experience.

Languages

(See also above)

Excellent command of one working language (English, French or Spanish) and a good working knowledge of another.

Competencies

In addition to the ILO core competencies, this position requires:

Technical competencies

Ability to analyse defined aspects of legal issues, draft clearly and concisely to prepare studies and comments and take initiatives to keep up-to-date with new developments in the occupational area.

Behavioural competencies

Ability to: carry out assignments in accordance with instructions and guidelines; work within tight deadlines and respect confidentiality; adaptability. Ability to work in a multicultural environment with gender-sensitive and non-discriminatory behaviour and attitude.

Additional Information:

Evaluation (which may include one or several written tests and a pre-interview competency-based assessment centre) and the interviews will tentatively take place between November 2016 and February 2017. Candidates are requested to ensure their availability should they be short listed for further consideration.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR WRITTEN TEST.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

APPENDIX I

Angola	Antigua and Barbuda	Armenia	Austria	Azerbaijan	Bahamas
Bahrain	Barbados	Belize	Botswana	Brazil	Brunei Darussalam
Cabo Verde, Republic of	Cambodia	Chad	China	Congo	Cook Islands
Cyprus	Czech Republic	Democratic Republic of Timor-Leste	Djibouti	Equatorial Guinea	Eritrea
Gabon	Gambia	Georgia	Grenada	Guatemala	Guyana
Haiti	Iceland	Indonesia	Iraq	Japan	Kazakhstan
Kiribati	Kuwait	Kyrgyzstan	Latvia	Liberia	Libya
Maldives, Republic of the	Malta	Marshall Islands	Mozambique	Namibia	Nicaragua
Oman	Palau	Panama	Papua New Guinea	Paraguay	Poland
Qatar	Republic of Korea	Russian Federation	Saint Kitts and Nevis	Saint Lucia	Saint Vincent and the Grenadines
Samoa	San Marino	Saudi Arabia	Seychelles	Sierra Leone	Singapore

Slovakia	Solomon Islands	Somalia	South Sudan, Republic of	Sri Lanka	Suriname
Swaziland	Tajikistan	Tonga	Turkey	Turkmenistan	Tuvalu
United Arab Emirates	United States of America	Uzbekistan	Vanuatu	Venezuela	Yemen

APPENDIX II CONDITIONS OF EMPLOYMENT

Please note that taking effect on 1st of January 2017, the UN common system will implement a new compensation package. Therefore, the figures shown below are subject to change.

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules.
- The first contract will be issued for a twelve-month period (for Geneva-based positions) and a twenty-four month period (for non Geneva-based positions)
- A successful external candidate will be on probation for the first two years of assignment.
- Any extension of contract beyond the probation period is subject to satisfactory conduct and performance.

Grade: P.2

Salary and post adjustment (with dependants)		US\$
Salary	Minimum	50965
	rising to	
	Maximum	65652
	Post adjustment for Geneva	Minimum
		43524
		Maximum
		56067
Salary and post adjustment (without dependants)		US\$
Salary	Minimum	47803
	Maximum	Maximum
		61228
	Post adjustment for Geneva	Minimum
		40824
		Maximum
		52289

Please note that the above salary levels are determined according to the criteria established by the International Civil Service Commission. The ILO is international public sector employer and salary and other employment conditions are not negotiable.

Other allowances and benefits subject to specific terms of appointment:

- Children's allowance (except for the first child if the dependant rate of salary is paid in respect of that child);
- Children's education grant (per child per year);
- Pension and Health Insurance schemes;
- 30 working days' annual leave;
- Assignment Grant;
- Entitlement to transport expenses of personal effects;
- Repatriation Grant;
- Home-leave travel with eligible dependants every two years;
- Rental subsidy (if applicable).

Recruitment is normally made at the initial step in the grade.

Salaries and emoluments are exempt from taxation by the Swiss authorities and, on the basis of international agreements or national law relating to presence or residence abroad, are generally exempt from taxation by other governments. In the absence of exemption, in most cases tax paid will be reimbursed in accordance with an ILO document which will be supplied upon request.

While the successful candidate will be initially working in Geneva, he/she may be assigned to any duty station designated by the Director-General of the ILO.

Please note that all candidates must complete an on-line application form.

To apply, please visit ILO's e-Recruitment website at: erecruit.ilo.org. The system provides instructions for online application procedures.

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.



ILO has a smoke-free environment