

The Operation of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: Senior Legal Assistant / GL-5
Contractual Status: Fixed term appointment for 1 year with possible extension upon satisfactory performance
Position № 10023867
Duty Station: Kyiv, Ukraine

Date of Issue: 01/02/2019

Deadline for applications: 14/02/2019

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT

The Senior Legal Assistant is a member of the protection team in the Country Office. He/she reports to the Associate Legal Officer.

The Senior Legal Assistant assists the Associate Legal Officer to prepare legal analysis required for quality, timely and effective protection responses to the needs of populations of concern. Another important function of the position is to contribute to the involvement of the persons of concern with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to support involvement of communities of concern and relevant authorities in continuous cooperation.

FUNCTIONAL STATEMENT

Accountability

- Assistance is provided in drafting correspondence, reports and notes relevant to the work of the Unit.

Responsibilities

- Assist in monitoring the emerging legal acts and judicial practice.
- Contribute to legal analysis and review.
- Contribute to the preparation of legal advice and draft position papers.
- Draft correspondence and other documents as requested.
- Cooperate with partner NGOs and other relevant stakeholders as assigned.

Authority

- Participate in meetings within UNHCR and with external counterparts at the relevant level.

REQUIRED COMPETENCIES

- Analytical Thinking

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of secondary education with post-secondary course/training in Law, Human Rights, Refugee Law and/or International Humanitarian Law.
- At least 4 years of previous relevant work experience.

LANGUAGE:

- Fluency in English, Ukrainian and Russian.

Interested applicants should forward the UN personal history form (P-11) with a covering letter in English explaining their interest in the position to the e-mail: vacancy@unhcr.org by indicating the post title and position number they are applying for in the subject line. Candidates must be legally present in Ukraine at the time of application, recruitment and hire.

UN personal history form (P-11) may be loaded at

[http://unhcr.org.ua/attachments/PHF/UNHCR Personal History Form October%202017.docm](http://unhcr.org.ua/attachments/PHF/UNHCR_Personal_History_Form_October%202017.docm)

[http://unhcr.org.ua/attachments/PHF/UNHCR PHF Supplementary October%202017.docm](http://unhcr.org.ua/attachments/PHF/UNHCR_PHF_Supplementary_October%202017.docm)

Only short-listed applicants will be contacted, no late applications will be accepted.

Written test may be administered.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).