Duty Location: **Brussels, Belgium**

VACANCY NOTICE

Assistant Legal Adviser

Office of Legal Adviser

Grade: **A3**

Reference Number: **A3-OLA-12-BEL**

This is a position within the NATO Communications and Information Agency (NCIA), an organization of the North Atlantic Treaty Organization (NATO);

The NCIA has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange.

The Assistant Legal Adviser provides support to the Legal Adviser and researches into the full range of legal questions affecting the Agency.

Duties:

Under the direction of the Legal Adviser, but largely on his/her own initiative, the incumbent will perform duties such as the following:

- Assisting the Legal Adviser in preparing and reviewing international agreements and contracts with NATO and non-NATO customers of the Agency;
- Prepare legal text, internal memoranda and other legal documents.
- Reviewing all contract documents for legal sufficiency, including matters relating to intellectual property rights, export licenses, tax, custom duty exemption; etc.;
- Researching into legal questions affecting the Agency under international, national and host nation law;
- Assisting the Legal Adviser in reviewing and negotiating non-disclosure and licensing agreements;
- Advising the appropriate offices on legal issues raised in the areas of personnel management and employer responsibilities (e.g. privileges and immunities, health and safety, etc.);
- Assisting in following major activities in the field of international law of other international organisations and international or national courts with a direct impact on assigned tasks. Maintaining up-to-date knowledge of legal publications and jurisprudence in the field of international law.
- Assisting in analysing the legal questions affecting the organisation and NATO-led operations under international and applicable national law, including host nation law;
- Ensure legal information as well as general legal publications and jurisprudence in the field of international and contractual law are available and accessible through appropriate systems and processes within the Legal Office
- Researching and preparing cases for the NATO Appeals Board;
- Representing the Office of the Legal Adviser as required;
- Perform any other duties as may be required
- Deputize for higher grade staff, if required.

Experience and Education:

- A university degree in Law;
- At least five years' relevant experience in the legal profession, which should preferably include work in the field of international law;

- The incumbent must have good analytical skills and be able to present legal issues in a clear and concise way both in writing and orally.

Desirable Experience and Education:

- Advanced law degree;
- Work experience in international organisations or in a national environment dealing with international organisations;
- Experience in the field of contract law as related to implementation of major procurement projects;
- Experience in dealing with intellectual property rights issues.
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

Competencies or Personal Attributes:

- Integrity and Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Ethics and Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- Negotiating - Can negotiate skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
- Informing - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- Interpersonal Savvy - Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Decision Quality - Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions

Travel:

- Business travel to NATO and national (NATO and non-NATO) facilities as well as frequent travel between the NCIA offices;
- May be required to undertake duty travel to operational theatres inside and outside NATO boundaries.

Professional Contacts:

Promote and maintain professional relations with civilian and military staff of all ranks and grades within the Agency, staff of other NATO organisations, and contacts with external bodies.

Supervisory/Guidance Duties:

Under the supervision of the Legal Adviser, provides professional guidance and instruction to management and staff of the Agency on legal issues.

Working Environment: Normal office environment.

Security Clearance Level: NATO Secret

Starting Salary and Contract Offer:

- Starting basic monthly salary is 5,997.17 Euro and is exempt from income tax. Additional allowances may apply depending on the personal circumstances of the successful candidate.
- This post is offered for an initial period of 3 years, which may be renewed for subsequent periods, subject to satisfactory performance and the need to rotate skills and talent within the Agency. Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

How to apply:

To apply for this position, **you must complete an application form** (quoting reference "A3-OLA-12-BEL") and send it to recruitment@ncia.nato.int by close of business:

Wednesday, 23 January 2013

It is intended that the interviews will take place the second half of February 2013.

- Candidates who are serving civilian members of NATO are requested to mention their telephone extension in their applications. Applications from serving civilian members of NATO should be made through the candidate's Head of Service, or through the Human Resources/Personnel Section of the NATO Body, whichever is appropriate.

- Applications from candidates who do not meet the required qualifications will not be taken into consideration.
- Please note that curriculum vitae will not be accepted, unless accompanied by a completed application form and post requirements form. Applications not submitted on the NATO application form will not be taken into consideration. NATO CI Agency application forms can be downloaded from the internet at http://www.ncia.nato.int/Opportunities/Pages/Vacancies.aspx