



NATO UNCLASSIFIED

Duty Location: **Brussels, BEL**

## **JOB DESCRIPTION**

### **Legal Counsel Office of the Legal Adviser Grade: G15**

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

To strengthen the Alliance through connecting its forces, the NCIA delivers secure, coherent, cost effective and interoperable communications and information systems in support of consultation, command & control and enabling intelligence, surveillance and reconnaissance capabilities, for NATO, where and when required. It includes IT support to the Alliances' business processes (to include provision of IT shared services) to the NATO HQ, the Command Structure and NATO Agencies.

The Office of the Legal Adviser plays a key role in enabling smooth operations of the NCIA in support of NATO 2030 and digital transformation. This Office advises numerous stakeholders on a wide range of legal matters and is responsible for identifying legal risks and advising on mitigation strategies across the entire organization. This Office works closely with many internal and external stakeholders including business operations, HR, Acquisition, the NATO Enterprise, and individual NATO nations. The Office of the Legal Adviser has numerous responsibilities including: advising on significant technology procurements and commercial-level contracts; advising on cybersecurity and cyber defence matters; advising on intellectual property and export control issues; negotiating and drafting multinational technology agreements with NATO bodies and Nations; advising on a host of employment issues governed by specific NATO rules; litigating disputes in external fora; representation before the NATO Administrative Tribunal; advising on privileges and immunities across many NATO Nations, advising on NATO governance rules and overall administrative law in a technology enterprise within an international defence organization context.

The NCIA is NATO's primary acquirer of technology solution and provides communications and information services to multiple NATO entities and Allied Nations. It is a customer-funded Agency within a public international organization. As such, this role is most suitable for a lawyer with solid experience advising on a variety of procurement, corporate, and employment matters relevant to digital transformation and should be familiar with legal issues associated with AI implementation and governance. The role requires experience as a technology contracts adviser, with ability to identify and guide compliance with regulations with respect to outsourced technical services. The role requires conducting legal due diligence on outsourcing partners, reviewing contracts and agreements, and advising on digital supply chain security. The incumbent shall provide support to more senior lawyers on change management and employment matters related to transformation initiatives. The incumbent should be comfortable working across disciplines and is highly focused on delivery through effective organization and communication.



**Duties:**

Under the direction of the Legal Adviser, the incumbent will perform duties such as the following:

- Advise on procurement processes, contracts, and service level agreements related to outsourcing and procurement of technology solutions
- Guide stakeholders in various departments including Acquisition, Business Operations, Human Resources, Security and Cybersecurity
- Anticipate and advise on contractual, compliance and regulatory matters relevant to external providers such as: procurement and financial regulations, data privacy and cybersecurity, export control, internal and external employment/labor rules, intellectual property, asset usage or transfer, and evolution of liabilities in the context of artificial intelligence
- Support and conduct dispute resolution and negotiations
- Identify and track evolution of relevant internal NATO rules and related law in NATO nations
- Support or lead legal and compliance enhancement projects in a variety of areas
- Perform other duties as appropriate and related to experience in the overall work of the Office of the Legal Adviser
- Deputise for higher grade staff, if required

**Essential Experience and Education:**

- A minimum requirement of a Bachelor's degree at a nationally recognised/certified University in Law or a related discipline and 2 years post-related experience. Or exceptionally, the lack of a university degree may be compensated by the demonstration of a candidate's particular abilities or experience that is/are of interest to NCI Agency, that is, at least 6 years extensive and progressive expertise in duties related to the function of the post.
- Demonstrated experience in the public or private sector with exposure to a combination of issues such as: technology/cybersecurity matters, data privacy, acquisitions, procurement, litigation/arbitration, and administrative review processes
- Knowledge of public international law
- Excellent written and verbal advocacy skills including the ability to analyse complex questions quickly and draft succinctly
- Experience adapting advice to deal with related legal issues cutting across transatlantic legal regimes
- Experience and strong ability to produce legal documents and presentations

**Desirable Experience and Education:**

- Ability to leverage cross-sector experiences to work effectively within an intergovernmental or military context
- Experience supporting the transformation processes while simultaneously maintaining operational tempo in providing legal advice
- Knowledge of and continued interest in adoption of new technology and tools useful for increasing effectiveness and speed of legal work
- Prior experience of working in an international environment comprising cross-cultural elements, such as military and civilian staff, or multinational staff representation
- Knowledge of NATO responsibilities and organization, including Allied Command Operations (ACO) and Allied Command Transformation (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 NCIA is conducted in the English language.

**Competencies:**

- Delivering Results and Meeting Customer Expectations - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals
- Adapting and Responding to Change - Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.
- Adhering to Principles and Values - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
- Relating and Networking - Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.