

VACANCY NOTICE 007/2017 FOR TWO SECONDMENTS

Legal Advisor, Laxenburg/Vienna

All our work shall be driven by commitment and excellence

About Us

The International Anti-Corruption Academy (IACA) is an intergovernmental organization with a global constituency as well as an institution of post-secondary education recognized in line with the (EU's) "Bologna process"¹, headquartered in Laxenburg/Vienna. We are a pioneering institution that aims to overcome shortcomings in knowledge and practice in the field of anti-corruption and compliance, functioning as a centre of excellence in education, training, networking, and cooperation, as well as academic research.

For detailed information on IACA please visit our website at www.iaca.int.

IACA is committed to the principles of equal opportunities, non-discrimination, gender balance, and geographical distribution, and upholds its Guiding Principles. We seek to attract the best qualified and most dedicated workforce meeting the highest standards of professional ability, personal integrity, and social competence, and offer fair and competitive international employment terms and conditions.

Vacant Post, Type and Duration of Appointment

The Job Description on the next pages contains the job title, classification of the vacant post, and the job profile, including the responsibilities, education, skills, and professional experience required.

IACA offers a fixed-term appointment for the duration of two years, with a probationary period of four months. Upon mutual consent, this fixed-term appointment may be renewed for another term(s). For detailed information, please consult the [Staff Rules of the International Anti-Corruption Academy](#).

Remuneration

The incumbent will be remunerated by the seconding authority and not by IACA.

Applying

States, international organizations, academic institutions, NGOs, and other relevant entities who wish to second staff meeting the requirements outlined in the Job Description are kindly asked to apply for each potential candidate no later than 28 February 2018 (UTC+1). The application package should be sent to hr@iaca.int and include a concise CV, cover letter, and three references. An official statement from the seconding authority is also required, in line with Chapter XVII of the IACA Staff Rules, as well as the name and contact details of a point of contact within the seconding authority. The Vacancy Notice number should be stated in the e-mail subject line.

Shortlisted candidates will be called for an interview. This interview may be conducted in person or via IP-telephony software. Candidates who choose to come to the IACA campus in person for an interview should note that IACA will not cover or reimburse the expenses incurred.

IACA's selection is final and not subject to review.

¹ https://wissenschaft.bmfwf.gv.at/fileadmin/user_upload/Kasparovsky/EMpfehlungen/2.1.4.15a_E_BF.pdf

Job Description – Legal Advisor

Post

This Job Description illustrates the job profile, including the responsibilities, skills, education, and professional experience required for the post of Legal Advisor, classified AD 7, in the Administrative Branch of the International Anti-Corruption Academy (IACA).

Profile

Within IACA's organizational structure, the Legal Advisor provides support on diverse legal issues, including those related to administration, management, procurement and contracts, and other institutional matters. He/she reviews, drafts, and advises on complex contracts and agreements. To this end, he/she coordinates and cooperates with team members and contributes to the proper workflow, results, and functioning within the team. The Legal Advisor reports to his/her superior and senior management, as defined by the Dean.

The Legal Advisor's place of employment is at the IACA campus, in a multinational environment. He/she may also be sent to IACA's other offices or to those of partners, contractors, or other third parties, in Austria or abroad. He/she may also be sent on official missions abroad, as work requires, and thus must hold and keep throughout the terms of service valid national travel documents. He/she is required to devote working hours to, *inter alia*, conceptual issues, administration, planning, drafting, communicating, reporting, and coordinating with others.

Duties and Responsibilities

The Legal Advisor performs work related to issues of a legal nature in support of IACA's mandate and conduct of business.

He/she conducts extensive legal research and analysis, reviews legal documents, and prepares briefs. He/she prepares or assists in the preparation of background papers, reports, and legislative texts. The incumbent also provides legal opinions/advice on a wide range of issues related to international public and private law, including procurement law as well as topics of a procedural legal nature. He/she drafts legal documents for the preparation and implementation of standardized and tailor-made trainings, such as Activity Agreements, lecturer contracts, and terms of participation, provides legal guidance on the development of rules and policies related to IACA's programmes and activities, and contributes to ensuring compliance with relevant legal frameworks.

The Legal Advisor also prepares legal documents in relation to IACA's interaction with the host country and other legal texts required for the conduct of institutional or operational activities. He/she prepares or assists in the preparation of agreements and contracts with governments, educational institutions, and other public and private entities as well as business corporations. In addition to that, he/she is responsible for preparing Memoranda of Understanding with partners.

Furthermore, the Legal Advisor provides legal advice on human resources and other administrative matters within the Academy and drafts contractual arrangements related to the day-to-day management of IACA's facility and operational requirements.

Furthermore, he/she supports in the training and guidance of, e.g., interns, advising them, *inter alia*, on workflow, administrative practices and procedures.

He/she actively contributes to the development and maintenance of the Academy's distinctive character as centre of excellence in the field of anti-corruption training and education. In line with IACA's team spirit, he/she occasionally works on other tasks given by his/her superiors, not related to his/her appointment, but where his/her work experience and skills are an asset and/or the immediate shortage of personnel capabilities require so.

Skills

The incumbent

- has an excellent knowledge of public international law (including the international and regional anti-corruption conventions),
- is able to provide sound and reliable legal clarification in the context of given assignments,
- has excellent written and oral communication skills in English,
- has sound analytical skills and is an effective problem solver,
- is confident and proactively pursues his/her targets,
- is prepared to take over responsibility,
- is able to work independently and within a multinational environment as well as with people from different professional backgrounds,
- has excellent team spirit,
- is able to mediate individuals effectively,
- is able to work well under pressure, adapt to challenging and changing environments, and meet deadlines, and
- is familiar with the handling of contemporary computer software (MS Office).

Education

The Legal Advisor holds an advanced university degree (Master's degree or equivalent) in law with specialization in public international law. Additional qualifications in a job-related field, additional languages, as well as periods of studies abroad are considered an asset.

Professional Experience

At least five (5) years of professional experience as a lawyer or a legal advisor specializing in international public and private law, experience in legal analysis, research, and writing is required. In addition, professional experience gained in related professions is an asset.