

VACANCY NOTICE 006/2018

Senior 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 consent by both sides, 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

As an international civil servant, the incumbent will be entitled to an all-inclusive annual salary of 93,901 EUR. An adjusted dependency benefit will be given to staff members with at least one child.

Applying

If you have related work experience, meet the requirements outlined in the Job Description on the following pages, adhere to our goals and Guiding Principles, and would like to work in a dynamic, multicultural environment, please send a concise CV and cover letter to hr@iaca.int, clearly stating the Vacancy Notice number in the subject line, no later than 30 June 2018 (UTC+1). Please include your contact details as well as the names and contact details of three references.

Shortlisted candidates will be called for an interview. This may be conducted in person or via IP-telephony software. Candidates who choose to come to the IACA campus in person for an interview are responsible for covering their own travel expenses.

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

¹ https://wissenschaft.bmwf.gv.at/fileadmin/user_upload/Kasparovsky/EMPfehlungen/2.1.4.15a_E_BF.pdf

Job Description – Senior Legal Advisor

Post

This Job Description illustrates the job profile, including the responsibilities, skills, education, and professional experience required for the post of the Senior Legal Advisor, classified AD 5, in the Administrative Branch of the International Anti-Corruption Academy (IACA).

Profile

Within IACA's organizational structure, the Senior Legal Advisor is responsible for legal matters at the Academy, and has planning, drafting, developing, and implementing duties on diverse legal issues. To this end, he/she is competent to guide, coordinate, and supervise designated staff and to ensure the proper workflow, results, and functioning within the team. The Senior Legal Advisor reports to senior management, as defined by the Dean.

The Senior 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 maintain throughout the term of service valid national travel documents.

Duties and Responsibilities

The Senior Legal Advisor engages in a wide range of legal issues, thereby actively contributing to the development and maintenance of the Academy's distinctive character as centre of excellence in the field of anti-corruption training and education. Naturally, these tasks primarily comprise generic legal work, such as extensive legal research and analysis, the preparation and drafting of legal opinions, international agreements, contracts, as well as further developing IACA's administrative legal framework. Moreover, he/she is in charge of providing legal advice on the application and interpretation of public and private international law, as well as IACA's administrative legal framework, such as rules, regulations, policies, guidelines.

Given the dual nature of IACA as intergovernmental organization and post-secondary educational institution, the Senior Legal Advisor must with various legal environments and techniques, such as public international law, comparative law, the law of the European Union, occasionally national laws, including the law of the host state, but has to also engage in an almost unlimited number of legal fields, some of which are diplomatic/international conventions, law of higher education (specifically regarding the "Bologna Process"), business law, social and labour law, procurement law, intellectual property law, data protection law, and financial laws and regulations.

The Senior Legal Advisor is also responsible for in-house training on legal matters. He/she will arrange and/or hold presentations and trainings on selected matters, and will provide legal guidance to IACA Staff Members, as far as permitted under the law of the host state.

The Senior Legal Advisor acts as a leader, coordinator, and supervisor for staff, interns and consultants within his/her team and/or respective project(s), consistently ensuring proper and reliable knowledge management. In addition, he/she guides and oversees related financial matters and procurement of goods and services within his/her team in accordance with IACA's rules and procedures. The Senior Legal Advisor also reviews, finalizes, and submits necessary reports to senior management. In line with IACA's team spirit, he/she works occasionally on other tasks allocated by his/her superiors, not directly related to his/her appointment, but where his/her work, experience and skills are an asset and/or immediate shortage of personnel capabilities require so.

Skills

The incumbent

- is a skilled and proven leader with an excellent record and strong analytical, communication and negotiation skills,
- has excellent knowledge of public international law. Knowledge of international and regional anti-corruption conventions is an asset,
- has excellent written and oral communication skills in English,
- expresses himself/herself in a concise, clear, and reliable manner, both orally as well as in writing,
- 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, and a good team player,
- determines priorities, and is able to and meet deadlines,
- is familiar with the handling of contemporary computer software (MS Office), and
- has a valid driving license "B" (passenger cars), and has driving experience.

Education

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

Professional Experience

At least ten years of professional experience as a lawyer or legal expert, specializing either in public and/or private international law, or other related legal studies, including substantial experience in legal analysis, research, and drafting, all in the English language, as well as a documented track record as coordinator, team leader, and/or supervisor are required. In addition, professional experience gained in other or related professions, and working experience gained abroad are assets.