

Assistant Legal Advisor-180616

Primary Location

Belgium-Brussels

NATO Body

NATO Communications and Information Agency (NCI Agency)

Schedule

Full-time

Salary (Pay Basis)

: 6,620.31Euro (EUR) Monthly

Grade A.3

Description

:

NATO Communications and Information (NCI) Agency is looking for a qualified lawyer for its position of Assistant Legal Adviser (A3). If you are highly motivated, dynamic and interested in working in a multinational team to support the legal aspects of an international organisation, this position is ideal for you!.

Role responsibilities:

The NCI Agency is NATO's IT and C4ISR (Consultation, Command & Control as well as Communications, Intelligence, Surveillance, and Reconnaissance) provider, including cyber and missile defence.

This post is assigned to the Office of the Legal Adviser in Brussels, located in the Agency's headquarters in the new NATO building in Brussels. Under the overall management of the Legal Adviser, the Office provides professional guidance and instruction to management and staff (3000 civilian and military) on legal issues. These include compliance with NATO rules and policies, agreements with nations, NATO bodies or other international organisations, contracts with industry, legal status and privileges and immunities, personnel related issues, ethics, standards of conduct and fraud prevention, support to operations and cyber defence.

In this position you will perform duties such as the following:

Human Resources:

- Advising on legal issues raised in the areas of personnel management and employer responsibilities
- Researching and preparing cases under the internal dispute resolution procedures, including submissions and hearings before the NATO Administrative Tribunal;

Agreements:

- Preparing and reviewing international agreements with NATO and non-NATO customers of the NCI Agency;

General legal:

- Preparing legal texts, internal memoranda and other legal documents;
- Reviewing contract documents for legal sufficiency, including questions on intellectual property rights, export licenses, tax, customs duties exemption; etc.;
- Researching into legal questions affecting the NCI Agency under international, national and host nation law;
- Reviewing and negotiating non-disclosure and licensing agreements;
- Following activities in the field of international law of other international organisations and international or national courts with a direct impact on assigned tasks.

Other Duties:

- Analysing legal questions affecting the organisation under international and applicable national law, including host nation law and cyber defence;
- Representing the Office of the Legal Adviser as required;
- Performing any other duties as may be required;
- Deputising for higher grade staff, if required.

Personal attributes:

- You conduct your work with integrity and responsibility and have a high degree of professional ethics.
- You give timely and accurate advice.
- You have excellent analytical skills and are able to present legal issues in a clear and concise way, both in writing and orally.
- You are an effective and diplomatic communicator, capable of dealing with complex matters and multiple stakeholders.
- You are at ease in a multinational environment and manage to build effective and successful relationships with customers;
- You use sound judgement and have the proven ability to analyse situations and information.
- You are an excellent problem solver and a skilled negotiator.
- You work with dedicated customer focus.

Qualifications required:

We are looking for a candidate with a university degree in Law from a well-recognised establishment (minimum 4 years of legal studies) and at least five years' **relevant** experience preferably in the legal office of an international or government organisation.

Experience required:

In addition to 5 years' relevant experience in progressively responsible legal jobs, you have:

- Excellent command of spoken and written English, with a proven ability to communicate effectively orally and in writing;
- Proven experience of at least 3 years in international employment law;
- Proven experience in international administrative agreements.
- Advanced law degree;

The following will be considered as an advantage:

- Work experience in international organisations in a legal field;
- Experience in international employment law;
- Experience in dealing with international administrative agreements;
- The ability to work with a minimum of supervision;
- Good knowledge of French (NATO Level III).

Competencies required:

We are looking for a person who demonstrates the following behavioural competencies:

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 confidence; admits mistakes; doesn't misrepresent him/herself for personal gain.

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.

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 does not stop at the first answers.

Delivering Results and Meet 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.

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

May be required to undertake duty travel to operational theatres inside and outside NATO boundaries

Language skills

Most of the work of the NCI Agency is conducted in the English language, and therefore a thorough knowledge of English, both written and spoken, is essential.

Contract

NCI Agency normally offers contracts of employment of a definite duration, not exceeding three years. Contracts may be for less than three years as required to support short-term projects, meet uncertainty with respect to the business outlook, staff performance and other factors.

Definite duration contracts may be extended for further periods. When extending contracts, the following is taken into consideration:

- Renewal is in the interest of the Agency.
- Staff member's desire to remain with the Agency.
- The financial situation provides sufficient funding for the post held.
- The skills, competencies and behaviours, potential and work experience of the staff, versus the requirements of the Agency's work and/or availability of funding.
- Staff member has served the Agency with performance to the required standard as defined by the Agency,
- Staff member's deployability to operational theatre.

Serving civilian members of NATO will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

The first six months of definite duration contracts are a probationary period. During this period the staff member's work is assessed to ensure that he/she has the ability to carry out the duties of the post. At or before the end of the probationary period, the staff member will be notified in writing that the appointment is confirmed or terminated or, in exceptional cases, that the probationary period is extended.

What do we offer?

Excellent tax-free salary, including (where eligible) expatriation household and children's allowances and additional privileges for expatriate staff.

- Education allowance for children (where appropriate) and an excellent private health insurance scheme;
- Generous annual leave and home leave (if eligible).
- Retirement Pension Plan.

To learn more about NCI Agency and our work, please visit our [website](#).