

The Operation of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified candidates to apply for the following vacancy:

Functional Title & Grade: Senior Legal Assistant/ GL-5
Contractual Status: Fixed term appointment for 1 year
Position № 10023867
Duty Station: Kyiv

Date of Issue: 02.04.2020

Deadline for applications: 16.04.2020

EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT:

The Senior Legal Assistant is a member of the protection team in the Country Office. He/she reports to the Associate Legal Officer.

The Senior Legal Assistant assists the Associate Legal Officer to prepare legal analysis required for quality, timely and effective protection responses to the needs of **stateless persons, persons with undetermined nationality, persons at risk of statelessness**. Another important function of the position is to contribute to the involvement of the persons of concern with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to support involvement of communities of concern and relevant authorities in continuous cooperation. The incumbent will also maintain communication with partner NGOs and other relevant stakeholders.

FUNCTIONAL STATEMENT:

Accountability (key results that will be achieved)

- Assistance is provided in drafting correspondence, reports and notes relevant to the work of the Unit.

Responsibility (process and functions undertaken to achieve results)

- Assist in monitoring the emerging legal acts and judicial practice.
- Contribute to legal analysis and review.
- Contribute to the preparation of legal advice and draft position papers.
- Draft correspondence and other documents as requested.
- Cooperate with partner NGOs and other relevant stakeholders as assigned.

Authority (decisions made in executing responsibilities and to achieve results)

- Participate in meetings within UNHCR and with external counterparts at the relevant level.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- Completion of secondary education.
- Minimum 2 years of previous relevant work experience for high-school graduates, or minimum 1 year of previous relevant work experience for university graduates.
- Excellent knowledge of English, Ukrainian and Russian.

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Completion of post-secondary course/training in Law, Human Rights, Refugee Law and/or International Humanitarian Law is an asset.
- Experience of working with or assisting vulnerable categories of persons, conflict-affected population, or doing volunteer work is an asset.

- Experience of dealing with state authorities is a strong asset.

COMPETENCY REQUIREMENTS:

Core Competencies:

- *Accountability*
- *Communication*
- *Organizational Awareness*
- *Teamwork & Collaboration*
- *Commitment to Continuous Learning*
- *Client & Result Orientation*

Cross-Functional Competencies:

- *Analytical Thinking*
- *Political Awareness*
- *Stakeholder Management*

Interested applicants should forward the UN personal history form (P-11) with a Supplementary Sheet (if applicable) and a Cover Letter in English explaining their interest in the position to the e-mail: vacancy@unhcr.org . Title of the post and position number need to be indicated in the subject line of the e-mail.

Candidates must be legally present in Ukraine at the time of application, recruitment and hire.

Download UN personal history form (P-11) [here](#)

Download Form P11 Supplementary Sheet [here](#)

Only short-listed applicants will be contacted, no late applications will be accepted.

Written test may be administered.

UNHCR does not charge any fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).