OC04700
INTERSECTIONAL LEGAL ADVISOR

Level 12

Reports to (Hierarchical)
Head of Mission / Head of Programmes

Reports to (Functional)
Intersectional Legal Department (ILD) referent

Job Family
Operations

Relations: Internal
Supervising Legal officer and/or legal assistant – when applicable

Main Purpose
Providing technical legal expertise in support of the mission. Identifying the legal constraints and obligations applicable to MSF, assessing the risks and providing recommendations in order to support MSF activities in the country.

Accountabilities
In cooperation with and under the technical supervision of the ILD referent, being in charge of (non-exhaustive):

- Centralising Legal Issues and Providing Legal Advice
- Providing reasoned legal opinions – and practical solutions, adapted to MSF specificities, particularly in the areas of social law, contract law, fiscal law and administrative law applicable to NGOs.
- Referring request related to legal areas not covered by the Intersectional Legal Advisor to the relevant ILD advisor.
- Drafting/ Revising Mission’s HR Documents, Contracts and Correspondence
- Promoting and when necessary adapting the templates developed by the ILD according to the applicable local requirements.
- Ensuring the Follow-Up of Litigation Files

- Ensuring that the proposed strategy is in the best interest of MSF, assesses the risks and proposes alternatives solutions;
- Reporting to his/her superiors and to the HR or Finance teams on the progress of the cases;
- Managing Individual Risk (ILD Unit 3)
- Providing legal support to HR teams and providing updates to the coordination teams;
- Coordinating the liaison among sections or directly liaises with relevant authorities like Labour Office/Ministry of Labour, MOH partner and Medical Order;
- Managing Legal and Administrative Framework Related Risks (ILD Unit 4)
- appropriate support to follow-up registration/operational licenses of all MSF sections and providing legal advice on framework and project MOU;
- Providing legal support to ensure the facilitation of administrative procedures, ensuring consistency between sections present in the country;
- Preparing a risk analysis including all the legal and administrative blockages that MSF could face:
- Training / Project Visits
- Reporting
- Providing regular activity reports to superiors;
- Providing a complete end of mission report.
- Management (when applicable)
  - Responsible for the recruitment and supervision of legal officers and legal assistants, when applicable.

Education
Lawyer (law degree), ideally with a specialization in Labor Law; knowledge of tax and/or commercial law is an asset.

Experience
At least 4 years' experience as an in-house lawyer or as an attorney, including an experience in an NGO.

Languages
- Excellent knowledge of mission language– written/oral – mandatory
- English

Knowledge
- Knowledge of a foreign administrative context
- Good computer skills: Word, power point, etc.

Competencies

- Strategic vision L2
- Leadership L2
- People Management and Development L3
- Service Orientation L3
- Teamwork and Cooperation L4

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