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| **Title:** | INTERSECTIONAL LEGAL ADVISOR | |
| **Generic Function:** |  | |
| **Code:** | OC04700 | |
| **Level:** | 12 | **(E)** |

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| **Position in the Organization** | |
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| **Reports to (Hierarchical):** | Head of Mission |
| **Reports to (Functional):** | Intersectional Legal Department (ILD) referent |
| **Job Family:** | Operations |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| 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. |

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| **Accountabilities** |
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| 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. |

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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** | |
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| **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 |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.  
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**