



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Legal Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **18.09.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: VN-113/2018/S - BD1	Position Title:	Legal Assistant
Duty Station: Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-05/01 (UN Salary Scale) Base Salary: BDT 102,489.33	Type of Appointment:	Special Short Term (Initially 3 months; with possibility of extension)

General Functions:

Under the direct supervision of the Senior Resources Management Officer and the overall supervision of the Chief of Mission, and in close coordination with the relevant Division of the Office of Legal Affairs, the successful candidate will be responsible for as below:

1. Draft contracts and agreements complying with IOM's legal status, contract templates, policies, regulations and rules, including IN/99 Rev.2 and subject to the final approval of the Office of Legal Affairs.
2. Verify all contracts and agreements signed for the projects are in line with IOM policies, instructions, regulations and rules, and that these have been coordinated and approved by the Office of Legal Affairs in accordance with IN/99 Rev.2.
3. Provide support on a variety of legal issues, including IOM's legal status, insurance and other relevant matters for IOM, in close coordination with the Office of Legal Affairs.
4. If requested, provide legal support to the IOM Procurement Unit on the tendering and bid analysis to be prepared for the IOM projects/programmes.
5. Coordinate with IOM finance department on following up regarding authorization from DOE, MEC and ACO/DRM on the issues of advance payment, overhead in the contract.
6. Monitor project budget and financial expenditures in coordination with RMU. Follow up on administrative activities in line with legal proceedings.
7. Liaise with IOM procurement and logistics department on follow up with legal issues such as vetting of all kinds of agreements as well Bank Guarantee for Advance payment, Performance security as Procurement Unit requires.
8. Drafting Legal notice, Termination Notices for the Vendors.
9. Meeting with vendors and relevant stakeholders to update them on IOM standard policies and legal restrictions.
10. Consult with RMO and advise on any deviation or change in the agreements that may be beneficial to the organization.
11. Reviewing the Legal documents of HR Departments (Such as MoU with Hospitals etc.)
12. In collaboration with RMO train the relevant staffs on legal proceedings and global SOPs of IOM.
13. Perform such other duties as may be assigned.

Education, Experience and Skills:

- University degree in law, from a recognized academic institution. Master's degree will be considered an advantage.
- Minimum of 3 of years of experience reviewing international contracts and agreements with international and local counterparts/donors.

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.

- Experience in liaise with local judicial branch in case of arbitration or law suits
- Good IT level. Excellent handling of MS Office;
- Experience in humanitarian emergencies preferable;

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-113/2018/S-BD1: Legal Assistant](#) in the subject line to: DhakaJobs@iom.int; with the following documents:

- (i) *Application Letter/Cover Letter*
- (ii) *Curriculum Vitae*
- (iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website: www.iom.org.bd*
- (iv) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.