

ICMPD Job Profile

Senior Legal Advisor ¹

Functional Overview

The Senior Legal Adviser provides authoritative legal advice on a diverse range of highly complex or novel substantive and procedural questions of law across ICMPD's institutional and operational functions, reporting to the Chief of Staff in the Office of the Director General. Key areas include provision of legal advice to the Director General and Executive Management, providing or coordinating advice on matters of legal compliance, reviewing and supporting the negotiation and/or interpretation of bilateral and multilateral agreements, coordinating external legal support contracts, advising on commercial and employment law, governance, and regulatory affairs.

Key Results

Public International Law: Provide legal guidance on ICMPD's status, privileges, and immunities under international and national laws and/or seat agreements. Support the negotiation of accession agreements, seat agreements, cooperation agreements, or memoranda of understanding; advise on treaty obligations and member state accession processes. Provide advice regarding the establishment of ICMPD regional and field offices, facilitating compliance with international and host country laws.

Institutional Legal Advice: Advise on internal governance, policies, and compliance matters. Provide legal support on organizational and employment matters, including staff regulations, staff/personnel contracts of employment, and workplace policies. Assist in preventing and/or resolving employment disputes and advise on international employment issues including taxation and social security obligations.

Contract Law: Review and advise on the preparation and/or negotiation of procurement contracts and project agreements with vendors, donors, and partners, ensuring alignment with ICMPD's policies and procedures. Advise on contractual obligations, risk management, and dispute resolution strategies. Support mediation, arbitration, and litigation processes. Prepare legal documentation and assist in settlement negotiations. Provide guidance on intellectual property rights and support legal compliance in procurement and grant management.

Data Protection and Privacy Law: Advise on compliance with data protection regulations, including GDPR. Advise on legal aspects of data-sharing agreements and cyber incident response.

Outsourcing and Coordination: Manage contracts for provision of external specialised legal expertise and services, oversee deliverables, and ensure reliable legal advice to senior management.

¹ This profile is classified at IP/LP5.

Required Expertise

- Strong analytical thinking skills.
- Ability to organize and manage a complex workload and manage risks.
- Proven ability to coordinate internal and external resources for the analysis of institutional and/or international issues and the development of management options.
- Ability to work with national government representatives, intergovernmental organizations, and legal counterparts in diverse contexts.
- Record of discretion, responsibility and trustworthiness in handling sensitive information.
- Ability to manage conflicting priorities and work within tight deadlines.

Qualifications, Experience and Language Skills

- Advanced university degree (Masters or Juris Doctor) in Law, preferably with a specialization in international, commercial or administrative law.
- Minimum 10 years of progressively responsible professional legal experience, including a minimum of two years' experience in intergovernmental organizations, public institutions or large law firms.
- Expertise in international law, labour/employment law, contract negotiation, and dispute resolution.
- Experience managing outsourced legal counsel.
- Strong analytical, legal drafting, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities in a fast-paced, complex environment.
- Fluency in English (written and spoken) language is required; fluency in German is an asset.