



# CALL FOR APPLICATIONS

Job Title: **LEGAL EXPERT IN PUBLIC INTERNATIONAL LAW**

Reference: **009/CEEAC/COM/SA/DAF/SCADS/2022**

Application deadline:

Duty station: **Libreville, Gabon**

Type of contract: **Fixed-term contract of three (3) years renewable**

<b>SITUATION OF THE POST</b>	
<b>Department</b>	Presidency / Administrative Secretariat
<b>Division</b>	Legal Affairs
<b>Service</b>	Conventions, Agreements and Solemn Documents
<b>Functional Relationships</b>	<ul style="list-style-type: none"><li>- Internally with the staff of the different departments and the Documentation and Archiving Office;</li><li>- Externally with the Lawyers and the Labour Administration;</li></ul>
<b>DUTIES OF THE POST</b>	
The role of the Legal Expert in Public International Law is to accompany and assist the Community in the negotiation and execution of legal acts and to ensure their monitoring in the functioning of the Institution.	
<b>MAIN RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>- Support the Commission in the negotiation of Conventions, Agreements and solemn documents;</li><li>- Support the Community in the preparation of draft legal acts;</li><li>- Ensure legal oversight on issues of interest to the Community;</li><li>- Monitor the progressive development of international law;</li><li>- Prepare legal opinions on issues of interest to the Community;</li><li>- Ensure external relations with other international organisations or private individuals on legal matters and acts;</li><li>- Ensure the collection, classification, exploitation and dissemination of texts of legal relevance to the Community;</li><li>- Compile and update the agreements and conventions file;</li><li>- Draft the texts of Conventions, Agreements and solemn documents</li><li>- Carry out the final formatting of Agreements and Conventions;</li><li>- Participate in the analysis of procedures for the ratification of international treaties for the Community;</li><li>- Ensure that the Commission's commitments are legally compliant;</li><li>- Support the execution of international letters rogatory.</li></ul>	

<b>PROFILE REQUIREMENTS</b>	
<b>Educational Background</b>	Have a postgraduate degree (minimum 5 years of university education) in International Law.
<b>Experience</b>	Have at least 8 years of professional experience at similar levels of responsibility in a national or international institution or organisation (see article 13 of the ECCAS Staff Regulations).
<b>Expertise</b>	<ul style="list-style-type: none"> <li>- Central Africa and ECCAS member countries;</li> <li>- International institutions and organisations of reference in the field;</li> <li>- Texts, treaties and international legislation on political affairs (elections, democracy, good governance, etc.)</li> <li>- International texts governing international agreements between States or between States and international organisations;</li> <li>- Legal regime of international conventions;</li> <li>- Language: English, Spanish, French and Portuguese required.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>- Have advanced professional and managerial skills;</li> <li>- Have the ability to design, plan, manage and evaluate large teams where appropriate;</li> <li>- Draft Agreements and Conventions;</li> <li>- Manage the physical and electronic filing and archiving process;</li> <li>- Follow the process of negotiation, drafting, signing, ratification and registration of international agreements (of all types: commercial, diplomatic, etc.);</li> <li>- Draft texts relating to international agreements or conventions;</li> <li>- Draw up concise and structured documents to assist in decision-making;</li> <li>- Mastery of computer tools: advanced function of Word, Excel.</li> </ul>
<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>- Anticipation;</li> <li>- Results orientation;</li> <li>- Negotiation skills;</li> <li>- Ability to analyse and synthesise;</li> <li>- Organisational skills, time management and rigour;</li> <li>- People skills, listening skills and interpersonal skills.</li> </ul>
<b>EMPLOYMENT CONDITIONS</b>	
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>- Salary and benefits in accordance with the ECCAS salary structure.</li> </ul>
<b>Nationality &amp; gender</b>	<ul style="list-style-type: none"> <li>- Be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account in recruitment;</li> <li>- Female candidates are encouraged to apply.</li> </ul>

## APPLICATION DOCUMENTS

- Motivational letter of application;
- Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail);
- Citizenship certificate;
- A copy of birth certificate or supplementary judgement in lieu thereof;
- A copy of criminal record (bulletin n°3) not more than three months old;
- Certified copies of academic degrees and diplomas;
- Work certificates and documents attesting to professional references;
- A medical certificate issued by a registered doctor;
- Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities;

The complete file, bearing the reference: **009/CEEAC/COM/SA/DAF/SCADS/2022** and the job title « **LEGAL EXPERT IN PUBLIC INTERNATIONAL LAW** », must be sent exclusively by e-mail to the following address: [recrutements@ceeac-eccas.org](mailto:recrutements@ceeac-eccas.org).