



CALL FOR APPLICATIONS

Job Title: **LEGAL EXPERT IN LEGISLATION, REGULATION AND LITIGATION**

Reference: **004/CEEAC/COM/SA/DAJ/SARC/2022**

Application deadline:

Duty station: **Libreville, Gabon**

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

SITUATION OF THE POST	
Department	Presidency / Administrative Secretariat
Division	Legal Affairs
Service	Regulatory and Litigation Affairs
Functional Relationships	<ul style="list-style-type: none">- Internally with the staff of the different departments and the Documentation and Archiving Centre;- Externally with the Lawyers and the Labour Administration.
DUTIES OF THE POST	
The role of the Legal Expert in Legislation, Regulation and Litigation is to support and assist the Commission to have an appropriate legal and regulatory framework and to manage litigious and contentious situations.	
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none">- Prepare and format legal and regulatory draft texts initiated by the Community or submitted at its request;- Draw up legal opinions on issues of interest to the Community;- Ensure legal monitoring on issues of interest to the Community;- Ensure the classification and dissemination of texts of a regulatory or conventional nature of interest to the Commission;- Ensure the investigation of administrative and contentious appeals;- Propose solutions to secure the legal status of the Community's assets;- Identify and analyse contractual risks within the Community;- Ensure contractual management (letters, amendments, transactions, etc.) within the Community;- Analyse litigation situations with the various departments and studying solutions for treatment or legal advice;- Inform and raise the awareness of the Community's agents on legal issues (notes, training, etc.)- Ensure the follow-up of the decisions of the Professional Conflict Resolution Committee;- Participate in the settlement of disputes between the Community and other RECs and third parties.	
PROFILE REQUIREMENTS	
Educational Background	Have a postgraduate degree (minimum of 5 years of university education) in Business Law.

Experience	Have at least 8 years of professional experience at similar levels of responsibility at national or international level (see Article 13 of the ECCAS Staff Regulations).
Expertise	<ul style="list-style-type: none"> - Political context of Central Africa and ECCAS member countries; - Development issues in Central Africa and ECCAS member countries; - Basic knowledge of the legal rules of ECCAS member states; - Labour law of the country where the headquarters is located; - Agreements between the organisation, member states and other international organisations; - Organisation of the Commission's departments and the specific legislation applied in the various sectors of the said departments. - Knowledge of the Commission's documentary resources, in particular legal texts; - Language: English, Spanish, French and Portuguese required.
Technical Skills	<ul style="list-style-type: none"> - Have advanced professional and managerial skills; - Have the ability to design, plan, manage and evaluate large teams as required - Draft and manage contracts in areas of competence of ECCAS; - Draft legal, judicial and extra-judicial acts; - Manage and follow up on litigation files; - Participate in the legal monitoring process; - Carry out or manage legal analyses; - Draw up concise and structured documents to assist in decision-making; - Mastery of IT tools: Word, Excel, etc.
Behavioural Competencies	<ul style="list-style-type: none"> - Anticipation; - Results orientation; - Ability to analyse and synthesise; - Sense of discretion and respect for confidentiality; - Self-control; - Organisational skills, time management and rigour; - People skills, listening skills and interpersonal skills.
EMPLOYMENT CONDITIONS	
Remuneration	<ul style="list-style-type: none"> - Salary and benefits in accordance with the ECCAS salary structure.
Nationality & gender	<ul style="list-style-type: none"> - Be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account for the recruitment; - Female candidates are encouraged to apply.
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: **004/CEEAC/COM/SA/DAJ/SARC/2022** and the job title « **LEGAL EXPERT IN LEGISLATION, REGULATION AND LITIGATION** », must be sent exclusively by e-mail to the following address: recrutements@ceeac-eccas.org.