

United



Nations

***Job Description for Positions Requiring Official Secondment
from the national governments of Member States of the United Nations Organization***

Post title and level:	UNPOL Legal Adviser (non-contracted)
Organizational Unit:	United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO)
Duty Station:	Throughout the Mission, according to operational requirements
Reporting to:	The Head of Police Component
Duration:	12 months (extendible)
Deadline for applications:	20 October 2025

United Nations Core Values: Integrity, Professionalism, and Respect for Diversity

RESPONSIBILITIES:

Under the supervision and authority of the Chief of the Police Component, the Legal Advisor is responsible for:

- Provide legal advice to the Police Commissioner.
- Ensure that internal procedures and activities comply with UN rules and regulations and align with the Mission's mandate.
- Draft or update police commissioner's directives, standard operating procedures (SOPs), administrative notes, and similar documents for the police component, and contribute to comparable exercises at the mission level.
- Review documents for external communication with other mission sections and UN Headquarters to ensure accuracy and legal compliance, as directed by the Police Commissioner (e.g., code cables).
- Review the semi-annual reports of the component.
- Liaise between the Police Commissioner's office and various sections of the police component, such as compiling information requested from other sections of the mission and UN Headquarters, reviewing guidelines developed by UN Headquarters, and so on.
- Prepare and draft internal and external correspondence to request a legal opinion on behalf of the MONUSCO Police Commissioner.
- Represent the legal matters section.
- Conduct legal research and analysis, and draft legal opinions, studies, memoranda, reports, and correspondence. Interpret and apply the texts and other instruments governing the activities and operations of the MONUSCO Police.
- Conduct legal research and analysis and draft legal opinions, studies, memoranda, reports, and correspondence. Interpret and apply the texts and other instruments that govern the activities and operations of the MONUSCO Police.
- Review and advise on agreements, institutional and operational modalities, and other legal documents. Where appropriate, develop new legal modalities to address specific needs and circumstances.

- Engage in negotiations and resolve claims and disputes.
 - Draft end-of-assignment reports for the Police Commissioner and their Deputy, and conduct post-action analysis (AAR) on UNPOL operations and activities.
 - Review and/or contribute to knowledge management activities at the mission or UN headquarters level, such as AARs, SOPs, guidelines, etc.
 - Participate in meetings and programmes with the mission best practice manager and focal points, as well as monthly meetings of the UN headquarters knowledge management group, which all best practice managers and focal points from various missions attend.
 - Update the UNPOL knowledge management hub at the mission level.
 - Ensure publication of UNPOL knowledge management documents on the UN website, etc.
- **Outside the main missions, the advisor is expected to perform the following duties and tasks:**
- Develop and feed the library
 - Advise UNPOL officers on their rights and obligations
 - Monitor compliance by all MONUSCO Police personnel with the rules and Directives, including the SOP, the UN Code of Conduct, and the MONUSCO Police Code of Conduct, and report to the Commissioner.
 - Carry out any other tasks assigned by the MONUSCO Police Component Chief.

COMPETENCIES

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with complex problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular posts, demonstrates sound judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates an appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise and is willing to learn from them. Place the team agenda before the personal agenda. Supports and acts in accordance with the final group decision, even when such decisions may not entirely reflect one's own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS:

Education: Graduated from a university with a degree in law or an advanced academic qualification in Law, and knowledge in the fields of international law, human rights, civil litigation, contracts, and the administration of justice is required.

Experience: At least five years of professional experience as a legal adviser in a legal department of a government, an international organization, or a private practice specializing in international law. Knowledge of drafting legal documents is required.

Experience in a peacekeeping operation at the United Nations Headquarters or another similar international organization is desirable.

Language: Fluency in both oral and written French and English is required.

Assessment for Mission Service: All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or based on an in-mission AMS upon the arrival of the candidates from a Member State, who typically undergo an in-mission AMS. Failure to pass the in-mission assessment will result in the candidate's repatriation. All repatriation-related expenses in this case are to be borne by the Member State.

Preference will be given to equally qualified women candidates.

Date of Issuance: 19 September 2025

<http://www.un.org/en/peacekeeping/sites/police>

In accordance with the UN Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make a "self-attestation" that s/he have not committed any serious criminal offences and have not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the Policy mentioned above. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.