

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Conseiller Juridique / Legal Counsel H/F

Our client:

A global NGO based in Geneva

Role & Responsibilities:

Grant Management Responsibilities:

In providing support for the management of the grant portfolio, the Legal Counsel will be part of a team of cross-functional experts supporting specific country portfolios of investments. In this capacity, and working closely with other functional experts, the Legal Counsel will advise on:

- Negotiation and drafting of grant agreements and other legal documentation;
- Submission and review of funding requests, including design of implementation arrangements;
- Any legal matters relating to the implementation and management of grants
- The design, development, and drafting of NGO's policies, procedures and guidance relating to the grant portfolio;
- Other strategy and policy matters relating to in-country investments

Institutional Matters Responsibilities:

In providing support for institutional or corporate matters, the Legal Counsel will provide legal analysis and advice on various areas, which may include:

- Corporate governance matters, including interpretation and drafting of decisions, policies, rules and procedures;
- Negotiating, drafting, and providing advice on diverse commercial, partnership and service agreements;
- Employment law and human resources matters, including advice on human resources policies, rules and procedures and matters related to grievances, dispute resolution, and managing matters before the International Labour Organization's Administrative Tribunal;
- Procurement and sourcing matters, including supporting sourcing operations and initiatives;
- Ethics-related matters, including advice on internal procedures related to sanctions;
- External relations and resource mobilization;
- Corporate finance, accounting and treasury;
- Public international law;
- Non-profit, tax-exempt and foundations law;
- Dispute resolution;
- Risk management;
- Communications and intellectual property;
- Information technology and data protection; and
- Office of the Inspector General related matters.

As noted in the Role Summary, each Legal Counsel is assigned to have a primary focus in either the Institutional Matters Team or Grant Management Team but should expect to be assigned matters from both areas of responsibility described above, as required.

In carrying out their responsibilities, Legal Counsel will be expected to:

- Be precise in advising and supporting diverse stakeholders on strategic, operational and procedural matters;
- Demonstrate experience working collaboratively within cross-functional teams;
- Be proficient in conducting factual inquiries, complex legal and policy research, interpretation and analysis;
- Understand the legal and financial structures and risks related to international financial transactions and project financing;
- Be able to work in fast-paced environments requiring the ability to coordinate and prioritize among multiple projects and competing deadlines;
- Exercise sound, independent judgment to evaluate and present options or recommendations;
- Possess strong legal drafting and negotiation skills, with experience working on diverse public- and private-sector contracts; and
- Tailor written and oral communication to diverse audiences, including explaining complex, technical information to experts and novices in the subject area.

Profile:

- Advanced degree in law (Juris Doctor or equivalent).
- At least five years of legal experience at a private law firm or within the legal department of a private- or public-sector entity
- Oral and written fluency in English required. Oral and written fluency in French desired. Oral and written fluency of Arabic, Russian, Spanish or other languages would be an asset.

Contract type: Temporary - end of 2021

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik

Ref : JD1726372918