

**PERFORMANCE**  
**CONSULTANT SA**

Conseil en ressources humaines

## Legal Analyst (Paralegal) H/F

### Our client:

A global NGO based in Geneva

### Role & Responsibilities:

The Legal Analyst will provide substantive legal and administrative expertise and support to the Legal and Governance Department across a broad, complex range of matters, including in efforts to enhance intra-department coordination, communication and knowledge management.

The Legal Analyst may also be asked to assist on matters related to the effective operation of the governance function of the NGO, as requested, in collaboration with the Deputy, Governance.

In this capacity, the responsibilities of the Legal Analyst will include, but not be limited to:

- preparation of draft complex legal agreements and other legal documentation;
- conducting legal due diligence and research;
- assisting in the design, population, and maintenance of webpages, databases and files to be used for knowledge management purposes and/or reporting activities;
- preparation of official correspondence and review of documentation related to compliance, legal or regulatory obligations;
- providing administrative support to the Legal and Governance Department, including through the development, improvement and execution of administrative processes, as well as independently resolving issues as they may arise;
- other ad hoc projects providing support to the Legal and Governance Department.

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

- Demonstrate legal and administrative expertise and demonstrate experience working collaboratively within cross-functional teams;
- Be proficient in conducting factual inquiries, research, interpretation and analysis;
- Show expert knowledge of administrative systems and processes, and IT and web-based research techniques;
- Be able to work in fast-paced environments requiring the ability to coordinate among multiple projects while producing accurate and reliable work products; and
- Be capable of exercising sound judgment and promoting both discretion and accountability in delivery of support services.

### Profile:

- Undergraduate or equivalent degree in a relevant discipline or equivalent professional training or work experience or Paralegal certificate/accreditation from a recognized post-secondary educational institute or equivalent combination of education and work experience
- Relevant experience in dealing with legal issues and/or paralegal practice, preferably in an international and multicultural environment
- Oral and written fluency in English required. Oral and written fluency in French desired. Knowledge of 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 : JD1485210948