

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Legal Officer (Contracts)** within its Office of the Deputy Director-General (Operations and Integration). This position will be located at its headquarters in Noumea, New Caledonia.*

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The role – the Legal Officer (Contracts) will review procurement contracts and grant agreements, funding arrangements, letters of agreement, memorandums of understanding and other legal documents as required, and provide legal advice on these matters to SPC.

The key responsibilities of the role include the following:

Draft and review procurement, grants and other contracts, as well as letters of agreement, memorandums of understanding and templates to protect SPC and minimize risk while adhering to the principles of international administrative law and taking into account the domestic law as it impacts SPC's operations.

Provide legal advice to divisions on legal issues that arise in the preparation of the contracts.

Build strong collaborative relationships internally throughout SPC and with external stakeholders.

Contribute to governance and corporate services improvements, especially procurement and grant reforms.

Provide outreach, education and training and raises awareness of SPC's governance framework, legal obligations and responsibilities to SPC staff.

Other duties as required.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- Meets the professional requirements to practice law in one or more jurisdictions of an SPC member country.

Technical expertise

- At least 2 years PQE in providing legal advice on governance, organizational or international law issues or contracts.
- Excellent verbal and written communication and negotiation skills.
- Excellent legal analytical skills.

Language skills

- Fluency in English.

Interpersonal skills and cultural awareness

- Demonstrated cultural sensitivity and awareness, and the ability to effectively work with stakeholders and team members from different cultural backgrounds.
- Strong understanding and appreciation of Pacific culture and ways of operating.

Salary, terms and conditions

Contract Duration – This position is budgeted until 31 December 2023.

Remuneration – the **Legal Officer (Contracts)** is a band 8 position in SPC's 2022 salary scale, with a starting salary range of SDR (special drawing rights) 2,850-3,467 per month, which converts to approximately XPF 408,167-496,426 (USD 4,076-4,957; EUR 3,420-4,160). An offer of appointment

for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 13 November 2022 – 11:00 pm Noumea time

Job Reference: SH000195

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference.

Please ensure your documents are in Microsoft Word or Adobe PDF format.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions: (2.000 characters maximum per question)

1. Please describe your experience in reviewing and providing legal advice on contracts, MOUs, and Letters of Agreement and other such documents.
2. Please describe your experience in providing advice on international administrative law or domestic administrative law.
3. Briefly, what is motivating you to apply to work to SPC? In which countries are you qualified to practice law?