

Opening 1: Office of the Secretary General/Office of Legal Affairs (OSG/Legal)

The Office of the Secretary General (OSG) provides general services to the Secretary General (SG), the Chairperson in- Office and the participating States. It groups service-oriented offices (Office of Legal Affairs, Conference and Language Services, the OSCE Documentation Centre in Prague), and policy-oriented offices (Communication and Media Relations, External Co-operation, Gender Affairs) as well as Security Management and Executive Management. The OSG also ensures effective co-ordination of policy advice provided to the Secretary General and the Chairmanship, and management decisions taken by the Secretary General. The OSG is led by a Director, who also serves as Chief of Staff and the Head of Executive Management.

The JPO will be responsible for helping provide legal advice to the Secretariat, to the field operations, to the Institutions, to the Chairmanship and to the Delegations on all legal issues relating to the functions, structure and activities of the Organization.

The OSG Office of Legal Affairs develops and strengthens the overall regulatory framework of the OSCE, advising on its implementation and responding to requests for legal advice OSCE-wide with respect to international public law, international civil service law, financial and contractual matters, as well as to legal issues related to the structure and activities of the OSCE.

Tasks and responsibilities:

1. Performing legal research and analysis for the preparation of legal opinions, studies, reports or correspondence;
2. Providing legal support on issues concerning the legal status and privileges and immunities of the OSCE and its officials;
3. Reviewing and providing legal support in the negotiation and interpretation of legal instruments, such as agreements, memoranda of understanding, or other legal materials relevant to the work of the Organization;
4. Providing legal support on representation or procedure in the OSCE decision-making bodies;
5. Providing legal support on the elaboration, review, interpretation and application of the regulatory framework of the Organization, including Staff Regulations, Rules, Instructions, Financial Regulations and other administrative issuances;
6. Providing legal support in the negotiation or interpretation of contracts, such as for the lease of premises, as well as on issues concerning intellectual property rights and insurance;
7. Providing legal support on dispute resolution, including by examining claims by or against the Organization and its officials;
8. Performing other related duties as required.