

STANDARD VACANCY FORMAT

Post Title: LEGAL ADVISER TO THE PRESIDENT OF THE NATIONAL PARLIAMENT OF TIMOR-LESTE

Post Level: A-4 at equivalent level of P4 (6-months probationary contract on SSA will be converted, subject to performance evaluation, to a one year ALD contract with possibility of extension)

Post Number:

Duty Station: DILI, EAST TIMOR

Bureau/Office: RBAP

Focal Point: Diana Lina Bernardo (diana.bernardo@undp.org)

Advertised on:

Application Deadline : April 30, 2006

Expected start date : June 01, 2006

Background

Timor-Leste became independent in 2002. A democratic semi-presidential governance system based upon the separation of powers and mutual cooperation of the institutions of state was developed.

The National Parliament is the cornerstone of the democratic system and good governance. It is currently comprised of 88 members. It is headed by the President of the National Parliament. 12 political parties are constituted in party benches. Detailed parliamentary scrutiny of legislation and government actions is delegated to 7 standing committees of multi-party composition. The parliamentarians are supported in their work by a Secretariat of approximately 40 staff which is headed by a Director. The Secretariat is divided into several functional departments, which assume responsibility for work in the general areas of Finance and Administration, Plenary support, Committee support, and Communications functions.

The National Parliament was established from scratch in a setting of inexperienced parliamentarians; an acute shortage of skilled personnel and significant language barriers. Achievements are not yet consolidated and many challenges can only be defeated with long-term assistance. UNDP has supported the growth of the legislature since 2003. A revised Parliament Project 2006-09 has been approved. A new set of comprehensive capacity-development interventions will be implemented in five strategic areas: oversight capacity; legislative support; democratic representation; gender mainstreaming and; Secretariat capacity building. The overall objective of the project is to develop the institutional capacities that allow the parliament to fully and effectively perform its constitutional mandate.

Job Summary

The Legal Adviser is responsible to provide the President of the National Parliament with accurate and timely legal advice on all issues relating to his responsibilities, including

interpretation of the Constitution, the Standing Orders of the National Parliament, and the Organic Law of National Parliament; advice on relationships with the other state institutions; and, other pertinent legal counsel as may be requested.

Specific duties include:

Under the supervision of the Chief Technical Adviser, the Legal Adviser will undertake the following duties:

- Provide technical advice and interpretation to the President of the National Parliament as requested, including advice on the interpretation of the Constitution and Standing Orders of the National Parliament
- Provide the President of National Parliament with legal advice regarding the division of tasks and responsibilities, and the relationships between, the various institutions of state.
- Provide the President of National Parliament with legal advice on constitutional, parliamentary and public law as required.
- Provide the President of National Parliament and the Secretary-General with legal advice regarding the interpretation of the Organic Law of the National Parliament and on matters pertaining to employee relations
- Assist the President in the preparation of official speeches and legal documents
- In co-ordination with the Parliamentary Human Resources Adviser, encourage the training of national staff to gradually assume the duties of the Legal Adviser and organize formal and informal training as appropriate.

Competencies (Essential knowledge and experience):

1. Experience working in developing country environment highly desirable
2. Exceptional interpersonal and communication skills and ability to motivate people
3. Experience in staff development preferably in a developing country environment
4. Demonstrated knowledge of the organization and functioning of legislative institutions
5. Proficient in the use of appropriate computer and electronic software and hardware
6. Cross-cultural management experience and sensitivity
7. Ability to work effectively under pressure and in a highly political environment
8. Demonstrated ability to motivate people and work in a team
9. Proficiency in legal writing and expression
10. Demonstrated ability to prepare clear and rigorous legal briefs, technical opinions and a variety of legal documents.
11. Successful completion of an intensive Tetum course upon arrival is mandatory to continue holding the position.

Qualifications:

1. Master's degree in law (civil law) from a recognized university
2. Minimum of seven years experience in a parliamentary environment providing legal advice to senior parliamentary officials and/or; public administration work providing advise to senior authorities on constitutional, public and administrative law
3. Native Portuguese speaking and working knowledge of English both spoken and written
4. Tetum desirable, preparedness to learn Tetum essential