



# ALLIED LAND COMMAND



**Job/Post Number:** OLC GXLX 0030

**Title:** Legal Assistant

**NATO Grade:** A-2

**Division:** Command Group

**Reports To:** OLC GXLX 0010 - Legal Advisor

**Clearance Level:** NATO SECRET

**Basic Monthly Salary:** 14,015.95 TRY

**NATO Body/Post Location:** ACO/Land Command Headquarters, Izmir (TUR)

**Closing Date:** 11 January 2019

## 1. Post Context/Post Summary

LANDCOM is the Theatre Land Component and Land Advocate responsible for coordinating and synchronizing NATO and Partner Land Forces by ensuring land domain readiness, interoperability, standardization, and competency; on order deploys headquarters elements to provide planning, coordination, and Command & Control (C2) capabilities to Allied forces.

The Command Group is responsible for the overall operation of LANDCOM and the achievement of the LANDCOM mission.

The Office of the Legal Advisor provides the Command Group with advice on international law, host nation law, NATO regulations, policies and procedures that might influence his/her decisions in the pursuit of the LANDCOM mission.

The legal personnel are responsible for providing a broad range of legal and administrative support concerning operational international, administrative, environmental, contract and employment law. As directed, such legal support staff shall conduct basic and computerized research of statutes, case law, treaties, NATO civilian personnel rulings, and international legal journals. They draft legal memorandums, papers to summarize issues, original correspondence, and recommend proposed courses of action to be reviewed, approved, or adopted by NATO legal advisers.

## **2. Principal Duties**

The incumbent's duties are:

- a. Advise the staff with regard to all legal matters, including international law, the Law of Armed Conflict (LOAC), international humanitarian law, Rules of Engagement (ROE), host nation labor and contract law, NATO regulations, policies and procedures, and judicial issues with respect to NATO and troop contributing nations.
- b. Provide legal briefings in all legal practice areas.
- c. Participate in planning, preparation, and execution of operations and exercises.
- d. Review OPLANS, OPORDERS, ROE, and Force Protection (FP) measures to ensure compliance with LOAC, NATO policy, and international agreements.
- e. Contribute to the interpretation of international treaties and agreements.
- f. Manage claims filed against the NATO HQ.
- g. Refer new, unique, complex, controversial, and precedent setting issues to Senior Legal Advisor for guidance and/or resolution.
- h. Work with minimum supervision from Senior Legal Advisor.
- i. Provide legal support to the Commander and staff on domestic legal matters including international and host nation law and other matters affecting HQ.
- j. Responsible to coordinate legal issues with other Commands or organizations.
- k. May participate in Combat Readiness Evaluations in the legal field for external units and HQ.
- l. May be required to serve as deputy for the Senior Legal Advisor in his/her absence.

Advice given to the commander and his staff will commit the forces assigned to the Commander to actions for which NATO will be held legally accountable.

### **3. Special Requirements and Additional Duties**

The employee may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

- The incumbent may be required to undertake deployments in support of military operations and exercises and/or TDY assignments, both within and without NATO boundaries for up to 183 days in any period of 547 days.
- This post has been identified as a source of manpower to fill a Crisis establishment post in line with tiered reinforcement needs of ACO Crisis Establishments (CEs).

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as: No Risk

### **4. Essential Qualifications**

#### **a. Professional/Experience**

- Extensive legal experience in international law, the law of Armed Conflict (LOAC), international humanitarian law, Rules of Engagement (ROE), host nation law, NATO regulations, policies and procedures and judicial issues with respect to NATO and troop contributing nations.
- Ability to provide legal services to include the following: administrative law, procurement law, labor law, intellectual property law, environmental law, litigation and legal assistance.
- General Legal experience with a solid background in key international treaties, such as the NATO SOFA and Paris Protocol, and other international law and agreements, which define the relationship between receiving States (so called Host Nations) and international military headquarters, as well as civilian labour law of the host nation and other receiving states.

#### **b. Education/Training**

University Degree in Law or related discipline and 2 years function-related experience or Higher Secondary education and completed advanced vocational training in that discipline, leading to a professional qualification or professional accreditation with 4 years post related experience.

***The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity the required job***

***specific experience have priority over the standard education and training levels and experience described here.***

**c. Language**

English - SLP 3333 - *(Listening, Speaking, Reading and Writing)*

The HQ's host nation language is required.

*NOTE: The work both oral and written in this post and in this Headquarters as a whole is conducted mainly in English.*

**5. Desirable Qualifications**

**a. Professional Experience**

Experience in legal office of the Host Nation.

Previous experience in a military headquarters or international organization.

Experience in a legal office.

**b. Education/Training**

- Masters Degree or equivalent in law or related discipline.
- Familiarity with NATO Status of Forces Agreement issues.
- Knowledge of the Allied Command Operations structure, organization and mission.

NATO Courses:

- NATO Legal Advisor Course (LGL-LE-2688) provided by NATO - School Oberammergau (NSO)
- NATO Operational Law Course (LGL-LE-3689) provided by NATO - School Oberammergau (NSO)
- ACO Combat Readiness Evaluation (CREVAL) Course for Land Forces (ETE-EV-3801) provided by NATO - School Oberammergau (NSO)
- (Not in ACT Catalog) - NATO STAFF OFFICER ORIENTATION COURSE (NU) (ETE-ET-1032) provided by NATO - School Oberammergau (NSO)

**c. Language**

Turkish – SLP 3333 - *(Listening, Speaking, Reading and Writing)*

**6. Attributes/Competencies**

- *Personal Attributes:* The post holder must show a high degree of analytical thinking in identifying the relations between decisions and applicable law and their implications. He/she must possess great written and oral communications skills to draft legal reports and describe clearly legal frameworks to a lay audience.

- *Professional Contacts:* He/she will influence organisation, external organisations, HQs and agencies, and peers within the same specialisation and will develop and maintain working relationships with external agencies. He / she will establish effective communication formally and informally, with peers, and external agencies.
- *Contribution To Objectives:* His/her contributions to the Command in the compliance of HQ's operations and actions with local and international law in accordance with SACEUR and COM LANDCOM priorities will positively impact the HQ's readiness.

This post reports to OLC GXLX 0010 – Legal Advisor

There are no reporting responsibilities.

## **RESEARCH ESSAY REQUIREMENT**

Candidates who would like to apply for the vacancy are required to write an essay on privileges and immunities and submit it as attachment along with their submission.

The essay will consist of an academic research paper on privileges and immunities (P&I) for international organizations (IO). Part of the essay must analyse the nature and legal background of P&I for IO. The essay shall address those of NATO [NATO bodies/international organizations], and especially those of Supreme Headquarters and Allied Headquarters (international military headquarters/IMHQ) and Allied Headquarters. The essay must cover a 360 degree view of all types of P&I required for the fulfilment of the functions and purposes of Supreme Headquarters and Allied Headquarters.

The essay will contain no more than 1,500 words and no less than 1,200. (word counting shall be written at the end of the essay and shall disqualify those not staying in the margins).

The essay must have an academic quality and value and must be original. Anti-plagiarism off-the-shelf tools will be applied.

All sources consulted or cited must be in footnotes at the at the bottom of each page. Poor footnoting will disqualify the candidate. Bibliography must be listed in an annex to the paper. Neither the footnotes nor the bibliography count against word limit established above.

It is highly recommendable to read ahead selected literature on privileges and immunities of international organizations, as well as relating materials within [www.nato.int](http://www.nato.int) (facts and also NATO archives on-line) and NATO Legal Gazette issues [www.ismlw-be.org/Nato%20Legal%20Gazette.php](http://www.ismlw-be.org/Nato%20Legal%20Gazette.php) . Other sources must be consulted.

**CONTRACT:**

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract.

**HOW TO APPLY:**

Allied Land Command uses NATO Talent Acquisition Platform.

In order to apply for this vacancy, please visit the platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within Land Command HQ.

Note that once you created your profile, you will be able to use it to apply for other vacancies within NATO.

**EMPLOYMENT PRE-REQUISITES:**

Candidates are invited to submit their applications only if:

- They are nationals of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

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